COURSE INFORMATION

- LTEC 4470: Human Relations in Business, Education and Industry (3 credit hours)
- There will be NO face-to-face campus meetings for this course.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No pre-requisites.

Materials – Required Textbooks

"Human Relations Interpersonal Job-Oriented Skills" by Andres DuBrin (12th edition)

Course Description

This course is a study of the components of human relations and interpersonal communication factors in business, education, trade and industrial education and training programs.

Requirements

Participation and punctuality are professional behaviors expected. Hence, you need to be involved in class discussions and learning activities. Students may be dropped from the course, with notice from the instructor, due to lack of participation or non-attendance online.

Due dates, for all assigned materials, will be announced in advance. Changes, on the assignments’ requirements or due dates may be announced at later dates, in class forums. Therefore, reading the class forums is required. It is the student's responsibility to keep up with these updates and to have all assignments ready on time.

Format

The course will be offered 100% online in a full-session format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate, and progress together within each scheduled week. There will be NO face-to-face campus meetings.

Goals and Objectives

After completing this course, the learner should be able to:

- Establish a framework for human relations
- Identify individual differences
- Build self-esteem and self-confidence
- Develop teamwork skills
- Utilize group problem solving and decision making skills
- Identify the importance of cross-cultural relations and diversity
- Resolve conflicts with others
- Develop tools to become an effective leader
- Determine ways to motivate others
- Identify positive political skills in the workplace
- Determine how to increase customer service skills
- Apply ethical behavior in the workplace
- Determine ways to increase personal productivity
TECHNICAL REQUIREMENTS
- Canvas Guide: https://community.canvaslms.com/community/answers-guides/
- Headset/Microphone (if required for synchronous chats)
- Microsoft Office compatible software including word processing and presentation applications
- Java running on your local machine
- Windows Media player or Quicktime
- Working email account (make sure you have accessed your UNT Eagle Connect email and forwarded your mail from there)

ACCESS/NAVIGATION/RESOURCES
Access and Log in Information
This course was developed and is facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: https://unt.instructure.com/.

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources
As a student, you will have access to:
- Lynda.com tutorials: http://it.unt.edu/lynda

Being a Successful Online Student
- What Makes a Successful Online Student?
  (http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)
- Self-Evaluation for Potential Online Students
  (http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

Student Support
The University of North Texas provides student technical support in the use of Canvas and supported resources. Regular hours are maintained to provide support to students:
  - Email: helpdesk@unt.edu
  - Phone: 940.565-2324
  - In Person: Sage Hall, Room 330D (Monday – Friday: 8am-8pm)
  - Online: http://it.unt.edu/helpdesk

UNT is committed to providing a reliable online course system to all users. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Additional Resources
- UNT Portal: http://my.unt.edu
- Computer Labs:
  General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

COURSE COMMUNICATIONS
In this class, we will use online discussions to discuss concepts and topics found in the coursework. Remember to use the proper rules of netiquette when on the forum. There is a real person reading your posts on the other end of the internet connection, so please be respectful in your responses even when you disagree.

Resources regarding netiquette:

ASSESSMENT/GRADING

Submit all work as specified by the instructor. You must take into consideration: postal mail time and electronic communication difficulties. The student is responsible for all course deadlines. Student must keep a copy of all assignments. All assignments must be turned in by the “due date”. Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>70-79%</td>
<td>C</td>
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<tr>
<td>60-69%</td>
<td>D</td>
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<tr>
<td>Below 60%</td>
<td>F</td>
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</tbody>
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Note Regarding Course Assignments

1. It is the responsibility of the student to insure that assignments are completed on or prior to the due date. Only an appropriate Medical Excuse (see syllabus) will be acceptable for a late assignment.
2. Discussions between students utilize the Discussions Tool on the Tool Bar.
3. Assignments to be turned in must be attached to the respective assignment in the Assignments Tool. Unless this is done the assignment does not reach the instructor for grading. Never submit assignments through Messages, email, or the Discussions Tool. Any assignments placed in the Discussions Tool WILL NOT be graded by the instructor.
4. Not having the book does not justify an extension or late submission. It is the student’s responsibility to get the required texts.

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent manner. This is a writing intensive course, students should prepare accordingly. Submissions must have complete sentences, correct punctuation and capitalization. Avoid using abbreviations and acronyms.

Every assignment (Word document) must include student name, course and SECTION, date, module number and assignment title.

Directions for Submitting Discussion Assignments

1. Each student will submit an original discussion item, and respond to the posting of two fellow students, a total of at least three discussion entries for each discussion assignment in the course.
2. DO NOT SUBMIT DISCUSSION ASSIGNMENTS UNTIL ALL THREE COMPONENTS ARE COMPLETED. THE INSTRUCTOR WILL NOT CONTINUE TO GRADE INCOMPLETE DISCUSSION SUBMISSIONS multiple times.
3. Do NOT put attachments in discussion tool. Do NOT submit assignments in the discussion tool. The instructor WILL NOT GRADE ASSIGNMENTS PLACED IN THE DISCUSSION TOOL AREA.
4. If you begin a discussion assignment in the discussion tool area IT IS NOT SUBMITTED TO THE INSTRUCTOR FOR GRADING UNTIL ALL THREE COMPONENT PARTS HAVE BEEN COMPLETED. If you see a paper icon in the grades area where a score should be recorded for the discussion assignment that you have started, it means that you have not completed all three component parts. In this case, your incomplete discussion assignment will remain in the discussion tool area and will NOT be submitted to the instructor for grading. You will not receive any credit for incomplete discussion assignments.
5. Postings only containing responses such as “I agree”, “You are right on track”, “I could not agree more”, “I disagree”, etc. will not receive any credit. Your postings must actually add value to the discussion. You can still use these phrases in your posts but if this is the only response posted, no credit will be given.
6. The discussion area is not the space to ask the instructor questions. Send the instructor a message in Canvas with questions.
7. Students are encouraged to develop communication networks with other class members via electronic communication vehicles, discussion, chat or email.

Incomplete Grade Information
The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see http://essc.unt.edu/registrar/academic-record-incomplete.html for information. Per UNT policy, a grade of Incomplete can only be awarded during the last quarter of a class to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Medical Emergencies
If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an Incomplete or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an Incomplete or to DROP this course based on a medical emergency CAN NOT be granted after the medical emergency. Of course all requests must meet standard university policy. Doctor’s notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

Turnitin Notice
Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. If your instructor requires you to use this service, please remove your title page and other personal information prior to submitting your assignment to Turnitin.

COURSE EVALUATION
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at www.spot.unt.edu or email spot@unt.edu.

SCHOLARLY EXPECTATIONS
Student Conduct and Academic Integrity
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Of particular interest are the following terms:
- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one’s own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

Depending on the circumstances, students who engage in academic dishonesty may receive a failing grade on an assignment or for the class and/or may be referred to the UNT Dean of Students.
Copyright Notice
Some or all of the materials on this course web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://policy.unt.edu/policy/08-001.

UNT POLICIES

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

Add/Drop Policy
The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information (http://registrar.unt.edu/registration-guides-by-semester).

University Policy of Absence for Religious Holidays
A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

A. The student should notify a faculty member of anticipated absence to observe religious holy days as early in the semester as possible.

B. An excused student may not be penalized for the absence and must be allowed to complete any examination or an assignment missed during the absence within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within a reasonable time.

C. If a student and faculty member disagree about whether the absence is due to observance of a religious holy day or whether the student has been given reasonable time to complete any missed assignment or examination, they may appeal the decision using the process outlined in UNT Policy 07.016, Student Complaint Policy or UNT Policy 06.040, Grade Appeals.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Student Conduct and Discipline
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct.

Access to Information – Eagle Connect.
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: https://it.unt.edu/eagleconnect.
**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at [http://www.ecfr.gov](http://www.ecfr.gov).

The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found located within this document: [http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT](http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT)

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (web: [https://international.unt.edu/content/enrollment](https://international.unt.edu/content/enrollment), telephone 940-565-2195, or email internationaladvising@unt.edu) to get clarification before the one-week deadline.