

School	The University of New Mexico Valencia Campus
Course	MGMT 116 – Human Relations in Business
Semester	Fall 2018
Class Time	Tuesdays and Thursdays 8:00AM-5:00PM
Room	Online
Instructor	Dr. Stephen Edward Takach Ph.D. (<i>Strategic Management</i>), MBA (<i>International Management</i>), BBA (<i>Finance</i>)
Office	Business and Technology Building (B152) (<i>Instructor will likely be in this office or in classroom</i>)
Email	set@unm.edu (<i>Please use this email as it is checked frequently</i>)
Office Phone	505.925.8730 (<i>Please contact through email as office phone is rarely checked</i>)
Office Hours	Tuesdays and Thursdays 8:00AM-5:30PM (<i>please see office hours on B152 office door</i>)
Textbook	Main Text: Human Relations, 12th ed., Andrew J. DuBrin, (ISBN-13: 9780133506822) Supplemental Text: Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur, George Black
Course Purpose	To introduce business students to HR practices and psychological implications of these practices in real business settings and in their personal lives.
Course Objectives	<p>Students will learn about human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.</p> <p>Based on successfully completing MGMT 116 students will be enabled to:</p> <ul style="list-style-type: none"> Go into depth about figuring out WHO they are, WHERE they are going, and HOW they will get there Learn about business settings in the real world, about how to work with and through others to achieve the goals of the organizations they will be working for or that they will be starting up as entrepreneurs, about how to hone their leadership skills in the work-environment and in their personal lives, about work productivity and stress-management, about strengthening their existing career skills, resume crafting techniques, and job-hunt strategies Go beyond the planning, organizing, leading, and controlling functions of management and treat topics at a greater depth to include the following: (how to develop interpersonal skills, how to identify individual differences, how to increase your self-efficacy, self-esteem, and self-confidence, how to improve your communication skills, how to accommodate cooperation with others, how to make decisions with others, how to navigate through cross-cultural interactions with others, how to resolve disputes and conflicts with others, how to become an effective leader, how to work with others to achieve a common goal, how to help others develop and grow, how to use your influence and power for good, how to deal with peoples' personalities, how to work collaboratively to achieve win-win situations) all of which is applicable toward degree fields and overall enrichment of management and personal knowledge
Grading and Assignments	<p>Course grade will reflect student's test performance, the completion of notes, and an in-class presentation</p> <p style="text-align: center;">Tests: 80% Out-of-Class Assignments: 10% In-Class Presentation: 10% A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</p> <ul style="list-style-type: none"> There be four (4) tests. (4 tests @ 20% per test = 80%) <ul style="list-style-type: none"> NOTE: Tests must be taken in person (If you cannot come to UNM Valencia Campus to take the four (4) tests, you will need to make arrangements to have the test proctored and you must email me at set@unm.edu within the first week of class to arrange proctoring of the tests) NOTE: Tests must be taken within two (2) business days of date posted on the syllabus: <ul style="list-style-type: none"> Test 1: Tuesday, September 11th at 8:00AM → Thursday, September 13th at 5:00PM Test 2: Tuesday, October 16th at 8:00AM → Thursday, October 18th at 5:00PM Test 3: Tuesday, November 13th at 8:00AM → Thursday, November 15th at 5:00PM Test 4: Tuesday, December 11th at 8:00AM → Thursday, December 13th at 5:00PM There will be (25) out of class assignments. (25 out of class assignments @ 0.4% per out of class assignment = 10%) <ul style="list-style-type: none"> NOTE: These out of class assignments require either notes on the topics contained within the chapters, test debriefings, or Dear Mr. A (DMA) exercises (These will be completed individually by the student, will be <i>legibly hand written</i>, will be electronically captured (i.e., take a picture of your out of class assignment), and will be turned into the instructor by 11:59PM on the date indicated on this syllabus. Late out of class assignments will not be accepted.) There will be one (1) in-class presentation (1 presentation @ 10% per presentation = 10%)
Make-Up Tests	Make-up tests will not be offered to students. Please ensure your test is taken within the "Test Window" noted above.
Late Submissions	This course will be running on Mountain Standard Time (MST). It is your responsibility to ensure you submit and complete all course activities on time per the course time zone (i.e., MST). Submission extensions will not be given due to a difference in time zones.
Attendance Policy	<p>Students are required to attend this online class regularly. Just as with any college course attendance means showing up for class and participating in the exercises for the specific class session. In order to be counted as attending a class session, students must participate in all of the required exercises for the specific class session by 11:59PM on the date indicated on this syllabus.</p> <p>NOTE: Students are permitted one (1) unexcused absence without grade penalty. For every unexcused absence after the first, the student's final grade at the end of the semester will be reduced by 5% per additional absence (See "Illustrative Attendance Example" below)</p> <p>NOTE: Students are permitted two (2) excused absences (i.e., the student alerts the instructor before the absence and makes up the missed class time by following the directions given by the instructor). Email me at set@unm.edu if an excused absence is needed.</p>
Illustrative Attendance Example	<p>A student with one (1) unexcused absence can receive 100% in the course by earning 100% on all assignments, a student with two (2) unexcused absences will at best be able to earn a 95% by receiving 100% on all assignments, three (3) unexcused absences, will at best be able to earn a 90%, and so on...</p> <p style="text-align: center;">Number of Absences/Max Grade in Course: 0 = 100% 1 = 100% 2 = 95% 3 = 90% 4 = 85% 5 = 80% 6 = 75% 7 = 70% 8 = 65% 9 = 60% 10 = 55%</p>

UNM-Valencia Vision	"Excellence in teaching, learning, and service to our community"		
UNM Computer Lab Responsibility Statement	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html . Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges		
UNM Academic Dishonesty and/or Plagiarism Policy	Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.		
UNM Title IX Statement	In an effort to meet obligations under Title IX: UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg. 15 - http://www2.ed.gov/about/offices/list/ocr/docs/lga-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html		
Business Admin Program Goals	Learning Goals for AA in Business Administration Program: The business administration program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to continue their studies with an end to completing a bachelor's degree in business administration.		
Day	Date	Topic Covered	Assignment Due
Tuesday	21-Aug	Course Introduction	Student Information Sheet
Thursday	23-Aug	Chapter 1 (Framework - Interpersonal Skill Development)	Chapter 1 Notes
Tuesday	28-Aug	Chapter 2 (Understanding Individual Differences)	Chapter 2 Notes
Thursday	30-Aug	Chapter 3 (Building Self-Esteem & Self-Confidence)	Chapter 3 Notes
Tuesday	04-Sep	Chapter 4 (Interpersonal Communication)	Chapter 4 Notes
Thursday	06-Sep	Test 1 Review	Test 1 Notes
Tuesday	11-Sep	Test 1 (Chapters 1,2,3,4, and Lecture)	Test 1 (T1)
Thursday	13-Sep	Test 1 Debriefing	T1 Debriefing Notes
Tuesday	18-Sep	Dear Mr. A - Part One (1)	DMA Part One (1)
Thursday	20-Sep	Chapter 6 (Developing Teamwork Skills)	Chapter 6 Notes
Tuesday	25-Sep	Chapter 7 (Group Problem Solving & Decision Making)	Chapter 7 Notes
Thursday	27-Sep	Chapter 8 (Cross-Cultural Relations & Diversity)	Chapter 8 Notes
Tuesday	02-Oct	Chapter 9 (Resolving Conflicts with Others)	Chapter 9 Notes
Thursday	04-Oct	Dear Mr. A - Part Two (2)	DMA Part Two (2)
Tuesday	09-Oct	Test 2 Review	Test 2 Notes
Thursday	11-Oct	NO CLASS - Fall Break 2018 - NO CLASS	NO CLASS
Tuesday	16-Oct	Test 2 (Chapters 6,7,8,9, and Lecture)	Test 2 (T2)
Thursday	18-Oct	Test 2 Debriefing	T2 Debriefing Notes
Tuesday	23-Oct	Chapter 10 (Becoming an Effective Leader)	Chapter 10 Notes
Thursday	25-Oct	Chapter 11 (Motivating Others)	Chapter 11 Notes
Tuesday	30-Oct	Chapter 12 (Helping Others Develop & Grow)	Chapter 12 Notes
Thursday	01-Nov	Chapter 13 (Positive Political Skills)	Chapter 13 Notes
Tuesday	06-Nov	Dear Mr. A - Part Three (3)	DMA Part Three (3)
Thursday	08-Nov	Test 3 Review	Test 3 Notes
Tuesday	13-Nov	Test 3 (Chapters 10,11,12,13, and Lecture)	Test 3 (T3)
Thursday	15-Nov	Test 3 Debriefing	T3 Debriefing Notes
Tuesday	20-Nov	Chapter 14 (Customer Satisfaction Skills)	Chapter 14 Notes
Thursday	22-Nov	NO CLASS - Thanksgiving 2018 - NO CLASS	NO CLASS
Tuesday	27-Nov	Chapter 15 (Enhancing Ethical Behavior)	Chapter 15 Notes
Thursday	29-Nov	Chapter 16 (Stress Management & Personal Productivity)	Chapter 16 Notes
Tuesday	04-Dec	Chapter 17 (Job Search & Career Management Skills)	Chapter 17 Notes
Thursday	06-Dec	Dear Mr. A Video Presentation	DMA Presentation
Tuesday	11-Dec	Test 4 (Chapters 14,15,16,17, and Lecture)	Test 4 (T4)
Thursday	13-Dec	NO CLASS - Finals Week - NO CLASS	NO CLASS