

<b>School</b>	The University of New Mexico Valencia Campus
<b>Course</b>	MGMT 116 – Human Relations in Business
<b>Semester</b>	Fall 2017
<b>Class Time</b>	Tuesdays and Thursdays 3:00PM-4:15PM
<b>Room</b>	Business and Technology Building (B120) & Business and Technology Building (B120)
<b>Instructor</b>	Dr. Stephen Edward Takach <b>Ph.D.</b> ( <i>Strategic Management</i> ), <b>MBA</b> ( <i>International Management</i> ), <b>BBA</b> ( <i>Finance</i> )
<b>Office</b>	Business and Technology Building (B152) ( <i>Instructor will likely be in this office or in classroom</i> )
<b>Email</b>	<a href="mailto:set@unm.edu">set@unm.edu</a> ( <i>Please use this email as it is checked frequently</i> )
<b>Office Phone</b>	505.925.8730 ( <i>Please contact through email as office phone is rarely checked</i> )
<b>Office Hours</b>	Tuesdays and Thursdays 8:00AM-5:30PM ( <i>please see office hours on B152 office door</i> )
<b>Textbook</b>	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, (e-book)
<b>Course Purpose</b>	To introduce business students to HR practices and psychological implications of these practices in real business settings and in their personal lives.
<b>Course Objectives</b>	<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><u>Based on successfully completing MGMT 116 students will be enabled to:</u></p> <ol style="list-style-type: none"> <li>1. Allow the student to go into depth about figuring out WHO they are, WHERE they are going, and HOW they will get there</li> <li>2. Allow the student to learn about business settings in the real world, 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, allow students to hone their leadership skills in the work-environment and in their personal lives</li> <li>3. Allow the student to learn about work productivity and stress-management, will strengthen your existing career skills, resume crafting techniques, and job-hunt strategies</li> <li>4. Allow the students to go beyond the planning, organizing, leading, and controlling functions of management and treats 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)</li> <li>5. Allow students to have exposure to material applicable towards degree field, and enrich overall knowledge of management to set a great path toward any chosen career path</li> </ol>
<b>Grading and Assignments</b>	<p>Course grade will reflect student's exam performance and the completion of daily out of class assignments.</p> <p style="text-align: center;"><b>Exams: 90%</b> <b>Out of Class Assignments: 10%</b> <b>A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</b></p> <p>There will be four (4) in-class exams. The student's lowest grade received on an exam will be dropped; the last exam may not be dropped. (3 exams @ 30% per exam = 90%)</p> <p>There will be (25) out of class assignments (Reading Notes Summaries/DMA). These will require notes on the topics contained within the chapter, will be completed individually by the student, will be turned into the instructor on the date indicated on the syllabus, will be <i>legibly hand written</i>, and will be limited to one single page front and back. Late work on reading notes <b>will not</b> be accepted. Emailed versions of reading notes <b>will not</b> be accepted. Students need to turn in reading notes at the beginning of class and must remain in the classroom until dismissal to receive <i>full credit</i>. (Reading Notes Summaries/DMA = 10%)</p>
<b>Make-Up Exams</b>	<p>As the lowest of the student grades on examinations will be dropped, make up examinations will not be offered to students. Please ensure your attendance on the following exam days:</p> <p>//(Thurs 09/14/17 @3PM)//(Tues 10/17/17 @3PM)//(Thurs 11/09/17 @ 3PM)//(Tues 12/12/17 @3PM)//</p>
<b>Attendance Policy</b>	<p>Students are required to attend class regularly.</p> <p>Students are permitted one (1) unexcused absence without grade penalty.</p> <p>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.</p> <p>Excused absences (i.e., the student alerts the instructor before the absence and makes up the missed class time) will be permitted at the instructor's discretion. Speak with instructor if excused absence needed.</p>
<b>Illustrative Attendance Example</b>	<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 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>

<b>UNM-VC Vision</b>	<b>"Excellence in teaching, learning, and service to our community"</b>		
<b>UNM Computer Lab Responsibility Statement</b>	Use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <a href="http://policy.unm.edu/university-policies/2000/2500.html">http://policy.unm.edu/university-policies/2000/2500.html</a> . 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		
<b>UNM Academic Dishonesty and/or Plagiarism Policy</b>	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.		
<b>UNM Title IX Statement</b>	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 - <a href="http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf</a> ). 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 ( <a href="http://oeo.unm.edu">oeo.unm.edu</a> ). For more information on the campus policy regarding sexual misconduct, see: <a href="https://policy.unm.edu/university-policies/2000/2740.html">https://policy.unm.edu/university-policies/2000/2740.html</a>		
<b>Business Admin Program Goals</b>	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.		
<b>Day</b>	<b>Date</b>	<b>Topic Covered</b>	<b>Assignment Due</b>
Tuesday	22-Aug	Course Introduction	Attendance Required
Thursday	24-Aug	Chapter 1 (Framework - Interpersonal Skill Development)	Chapter 1 Notes
Tuesday	29-Aug	Chapter 2 (Understanding Individual Differences)	Chapter 2 Notes
Thursday	31-Aug	Chapter 3 (Building Self-Esteem & Self-Confidence)	Chapter 3 Notes
Tuesday	05-Sep	Chapter 4 (Interpersonal Communication)	Chapter 4 Notes
Thursday	07-Sep	Dear Mr. A (Part 1)	DMA Part One
Tuesday	12-Sep	Test 1 Review	Test 1 Notes
<b>Thursday</b>	<b>14-Sep</b>	<b>Test 1 (Chapters 1,2,3,4, and Lecture)</b>	<b>Test 1 – 3:00PM</b>
Tuesday	19-Sep	Test 1 Debriefing	T1 Debriefing Notes
Thursday	21-Sep	Chapter 6 (Developing Teamwork Skills)	Chapter 6 Notes
Tuesday	26-Sep	Chapter 7 (Group Problem Solving & Decision Making)	Chapter 7 Notes
Thursday	28-Sep	Chapter 8 (Cross-Cultural Relations & Diversity)	Chapter 8 Notes
Tuesday	03-Oct	Chapter 9 (Resolving Conflicts with Others)	Chapter 9 Notes
Thursday	05-Oct	Dear Mr. A In-Class Session (Completing DMA Part Two)	Attendance Required
Tuesday	10-Oct	Test 2 Review / Dear Mr. A Assignment Two Review	DMA Part Two
<b>Thursday</b>	<b>12-Oct</b>	<b>NO CLASS - Fall Break 2017 – NO CLASS</b>	<b>NO CLASS</b>
<b>Tuesday</b>	<b>17-Oct</b>	<b>Test 2 (Chapters 6,7,8,9, and Lecture)</b>	<b>Test 2 – 3:00PM</b>
Thursday	19-Oct	Test 2 Debriefing	T2 Debriefing Notes
Thursday	21-Oct	Chapter 10 (Becoming an Effective Leader)	Chapter 10 Notes
Thursday	26-Oct	Chapter 11 (Motivating Others)	Chapter 11 Notes
Tuesday	31-Oct	Chapter 12 (Helping Others Develop & Grow)	Chapter 12 Notes
Thursday	02-Nov	Chapter 13 (Positive Political Skills)	Chapter 13 Notes
Tuesday	07-Nov	Test 3 Review / Dear Mr. A Assignment Three Review	DMA Part Three
<b>Thursday</b>	<b>09-Nov</b>	<b>Test 3 (Chapters 10,11,12,13, and Lecture)</b>	<b>Test 3 – 3:00PM</b>
Tuesday	14-Nov	Test 3 Debriefing	T3 Debriefing Notes
Thursday	16-Nov	Chapter 14 (Customer Satisfaction Skills)	Chapter 14 Notes
Tuesday	21-Nov	Chapter 15 (Enhancing Ethical Behavior)	Chapter 15 Notes
<b>Thursday</b>	<b>23-Nov</b>	<b>NO CLASS – Thanksgiving 2017 – NO CLASS</b>	<b>NO CLASS</b>
Tuesday	28-Nov	Chapter 16 (Stress Management & Personal Productivity)	Chapter 16 Notes
Thursday	30-Nov	Chapter 17 (Job Search & Career Management Skills)	Chapter 17 Notes
Tuesday	05-Dec	Dear Mr. A In-Class Session (Completing the NLN)	NLN Notes
Thursday	07-Dec	Test 4 Review / Dear Mr. A Next Level Navigator Review	T4 Notes / DMA 4
<b>Tuesday</b>	<b>12-Dec</b>	<b>Test 4 (Chapters 14,15,16,17, and Lecture)</b>	<b>Test 4 – 3:00PM</b>
<b>Thursday</b>	<b>14-Dec</b>	<b>NO CLASS – Finals Week – NO CLASS</b>	<b>NO CLASS</b>