

<b>School</b>	The University of New Mexico Valencia Campus
<b>Course</b>	MGMT 116 – Human Relations in Business
<b>Semester</b>	Spring 2019
<b>Class Time</b>	Tuesdays and Thursdays 8:00AM-5:00PM
<b>Room</b>	Online
<b>Instructor</b>	Dr. Stephen Edward Takach <b>Ph.D.</b> (Strategic Management), <b>MBA</b> (International Management), <b>BBA</b> (Finance)
<b>Office</b>	Business and Technology Building (B152) (Instructor will likely be in this office or in classroom)
<b>Email</b>	<a href="mailto:set@unm.edu">set@unm.edu</a> (Please use this email as it is checked frequently)
<b>Office Phone</b>	505.925.8730 (Please contact through email as office phone is rarely checked)
<b>Office Hours</b>	Tuesdays and Thursdays 8:00AM-5:30PM (please see office hours on B152 office door)
<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
<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>Based on successfully completing MGMT 116 students will be enabled to:</p> <ul style="list-style-type: none"> <li>Go into depth about figuring out WHO they are, WHERE they are going, and HOW they will get there</li> <li>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</li> <li>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</li> </ul>
<b>Grading and Assignments</b>	<p>Course grade will reflect student's exam performance, the completion of notes, and an in-class presentation</p> <p style="text-align: center;"><b>In-Person Exams: 40%</b> <b>In-Class Exercises: 30%</b> <b>Out-of-Class Assignments: 25%</b> <b>Out-of-Class Video Presentation: 5%</b> <b>A: 90-100% B: 80-89.5% C: 70-79.5% D: 60-69.5% F: Below 59.5</b></p> <ul style="list-style-type: none"> <li>There be four (4) in-class exams. (4 tests @ 10% per test = 40%) <ul style="list-style-type: none"> <li><b>NOTE: Tests must be taken in person</b> (If you cannot come to UNM Valencia Campus to take the four (4) in-class exams, you will need to make arrangements to have the test proctored and you must email me at <a href="mailto:set@unm.edu">set@unm.edu</a> within the first week of class to arrange proctoring of the four (4) in-class exams)</li> <li><b>NOTE: Tests must be taken within two (2) business days of date posted on the syllabus:</b> <ul style="list-style-type: none"> <li>Test 1: Tuesday, February 5<sup>th</sup> at 8:00AM → Thursday, February 7<sup>th</sup> at 5:00PM</li> <li>Test 2: Tuesday, March 5<sup>th</sup> at 8:00AM → Thursday, March 7<sup>th</sup> at 5:00PM</li> <li>Test 3: Tuesday, April 9<sup>th</sup> at 8:00AM → Thursday, April 11<sup>th</sup> at 5:00PM</li> <li>Test 4: Tuesday, May 7<sup>th</sup> at 8:00AM → Thursday, May 9<sup>th</sup> at 5:00PM</li> </ul> </li> </ul> </li> <li>There will be thirty (30) in-class exercises (30 in-class exercises @ 1.0% per in-class exercise = 30%) <ul style="list-style-type: none"> <li><b>NOTE:</b> These exercises will be similar to those completed in-class during a face-to-face class session and turned into the instructor at the end of the class session.</li> <li><b>NOTE:</b> Students must turn in their in-class assignments by 11:59PM on the date indicated on this syllabus.</li> <li><b>NOTE: These in-class exercises cannot be made-up.</b></li> </ul> </li> <li>There will be (25) out of class assignments. (25 out of class assignments @ 1.0% per out of class assignment = 25%) <ul style="list-style-type: none"> <li><b>NOTE:</b> 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 <b>will not</b> be accepted.)</li> </ul> </li> <li>There will be one (1) out-of-class video presentation (1 presentation @ 5% per presentation = 5%) <ul style="list-style-type: none"> <li>This presentation will be based on the out-of-class assignments and in-class exercises that are completed from the course supplemental textbook; Dear Mr. A.</li> </ul> </li> </ul>
<b>Make-Up Tests</b>	Make-up tests will not be offered to students. Please ensure your test is taken within the "Test Window" noted above.
<b>Late Submissions</b>	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.
<b>Attendance Policy</b>	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 <b>all</b> of the required In-Class Exercises for the specific class session by 11:59PM on the date indicated on this syllabus. Please note <b>there is no way to make up a missed class session</b> . Students missing more than five (5) class sessions will be dropped from the course.
<b>UNM-Valencia 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	15-Jan	Course Introduction	Student Information Sheet
Thursday	17-Jan	Chapter 1 (Framework - Interpersonal Skill Development)	Chapter 1 Notes
Tuesday	22-Jan	Chapter 2 (Understanding Individual Differences)	Chapter 2 Notes
Thursday	24-Jan	Chapter 3 (Building Self-Esteem & Self-Confidence)	Chapter 3 Notes
Tuesday	29-Jan	Chapter 4 (Interpersonal Communication)	Chapter 4 Notes
Thursday	31-Jan	Dear Mr. A - Part One (1)	DMA Part One (1)
Tuesday	05-Feb	Test 1 Review	Test 1 Notes
<b>Thursday</b>	<b>07-Feb</b>	<b>Test 1 (Chapters 1,2,3,4, and Lecture)</b>	<b>Test 1 (T1)</b>
Tuesday	12-Feb	Test 1 Debriefing	T1 Debriefing Notes
Thursday	14-Feb	Chapter 6 (Developing Teamwork Skills)	Chapter 6 Notes
Tuesday	19-Feb	Chapter 7 (Group Problem Solving & Decision Making)	Chapter 7 Notes
Thursday	21-Feb	Chapter 8 (Cross-Cultural Relations & Diversity)	Chapter 8 Notes
Tuesday	26-Feb	Chapter 9 (Resolving Conflicts with Others)	Chapter 9 Notes
Thursday	28-Feb	Dear Mr. A - Part Two (2)	DMA Part Two (2)
Tuesday	05-Mar	Test 2 Review	Test 2 Notes
<b>Thursday</b>	<b>07-Mar</b>	<b>Test 2 (Chapters 6,7,8,9, and Lecture)</b>	<b>Test 2 (T2)</b>
<b>Tuesday</b>	<b>12-Mar</b>	<b>NO CLASS – Spring Break – NO CLASS</b>	<b>NO CLASS</b>
<b>Thursday</b>	<b>14-Mar</b>	<b>NO CLASS – Spring Break – NO CLASS</b>	<b>NO CLASS</b>
Tuesday	19-Mar	Test 2 Debriefing	T2 Debriefing Notes
Thursday	21-Mar	Chapter 10 (Becoming an Effective Leader)	Chapter 10 Notes
Tuesday	26-Mar	Chapter 11 (Motivating Others)	Chapter 11 Notes
Thursday	28-Mar	Chapter 12 (Helping Others Develop & Grow)	Chapter 12 Notes
Tuesday	02-Apr	Chapter 13 (Positive Political Skills)	Chapter 13 Notes
Thursday	04-Apr	Dear Mr. A - Part Three (3)	DMA Part Three (3)
Tuesday	09-Apr	Test 3 Review	Test 3 Notes
<b>Thursday</b>	<b>11-Apr</b>	<b>Test 3 (Chapters 10,11,12,13, and Lecture)</b>	<b>Test 3 (T3)</b>
Tuesday	16-Apr	Test 3 Debriefing	T3 Debriefing Notes
Thursday	18-Apr	Chapter 14 (Customer Satisfaction Skills)	Chapter 14 Notes
Tuesday	23-Apr	Chapter 15 (Enhancing Ethical Behavior)	Chapter 15 Notes
Thursday	25-Apr	Chapter 16 (Stress Management & Personal Productivity)	Chapter 16 Notes
Tuesday	30-Apr	Chapter 17 (Job Search & Career Management Skills)	Chapter 17 Notes
<b>Thursday</b>	<b>02-May</b>	<b>Dear Mr. A Video Presentation</b>	<b>DMA Presentation</b>
<b>Tuesday</b>	<b>07-May</b>	<b>NO CLASS – Finals Week – NO CLASS</b>	<b>NO CLASS</b>
<b>Thursday</b>	<b>09-May</b>	<b>Test 4 (Chapters 14,15,16,17, and Lecture)</b>	<b>Test 4 (T4)</b>