

Course:	REH 153 INTRODUCTION TO HUMAN RELATIONS
Term:	SPRING 2012
Instructor:	Name: Dr. Patrick Anyalewechi Email Address: panyalew@wilberforce.edu Phone Number: 937-708-5677
Catalog Description:	<p>The course is designed to encourage students to become aware of the human relations dynamics occurring in employment settings and how the development of technical innovation will impact the employment of the disabled.</p> <p>Fall/Spring –3 hrs</p>
Prerequisites	<i>PREREQUISITES: reading, writing and verbal communication skills.</i>
Course Level Learning Outcomes:	<p>Upon completion of course:</p> <ol style="list-style-type: none"> 1. Students will have clearer understanding of competencies necessary for success in life. 2. develop generic skills important for success in a variety of setting especially job/employment context 3. improve communication skills. 4. manage anger constructively. 5. Strategies for stress management 6. break barriers to interpersonal skills. 7. Respect, and value diversity in our ever

	<p>increasing multicultural/interdependent world.</p> <p>8. Strive to realize their potential.</p>																								
<p>Materials:</p>	<p>Johnson, David W. (2010). <u>Reaching Out Interpersonal Effectiveness and Self- Actualization</u>. 10th Edition.</p>																								
<p>Grading:</p>	<p>Grading Scale</p> <p>The letter grading scale is as follows:</p> <table data-bbox="878 1136 1568 1396"> <thead> <tr> <th>Grade Percentage</th> <th>In Points</th> </tr> </thead> <tbody> <tr> <td>90 - 100% = A</td> <td>500-600</td> </tr> <tr> <td>89 - 90% = B</td> <td>400-499</td> </tr> <tr> <td>79 - 80% = C</td> <td>300-399</td> </tr> <tr> <td>69 - 70% = D</td> <td>200-299</td> </tr> <tr> <td>Below 60% = F</td> <td>Below 200</td> </tr> </tbody> </table> <p>Grades will be based upon the following: POINTS</p> <table data-bbox="878 1438 1568 1690"> <tbody> <tr> <td>Attendance and Participation.....</td> <td>100</td> </tr> <tr> <td>First Exam.....</td> <td>100</td> </tr> <tr> <td>Second Exam.....</td> <td>100</td> </tr> <tr> <td>Third Exam.....</td> <td>100</td> </tr> <tr> <td>Oral Presentation -Weekly</td> <td>100</td> </tr> <tr> <td>Written Paper</td> <td>100</td> </tr> </tbody> </table>	Grade Percentage	In Points	90 - 100% = A	500-600	89 - 90% = B	400-499	79 - 80% = C	300-399	69 - 70% = D	200-299	Below 60% = F	Below 200	Attendance and Participation.....	100	First Exam.....	100	Second Exam.....	100	Third Exam.....	100	Oral Presentation -Weekly	100	Written Paper	100
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	<p>A student's proficiency in course work is measured in terms of the following Alphabetical symbols. Minuses and pluses are not accepted.</p> <p>A: Excellent</p> <p>B: Good</p> <p>C: Satisfactory (Grade C or better required in major courses).</p> <p>D: Poor (passing, except in major courses).</p> <p>F: Earned Failure. (Removed only by repeating the course). Upon successfully passing the course, the first grade is "excluded" from grade point average. The second grade is "included in the recalculation of the grade point average.</p> <p>I: Incomplete (student performing satisfactorily, but unable to complete coursework due to valid reason).</p> <p>N: Used in cases where grades are not yet submitted.</p> <p>W: Withdrew before course drop deadline.</p> <p>WP: Student withdraws from University. Withdrew passing after course drop deadline (2 weeks after mid-term).</p> <p>WF: Student withdraws from University. Withdrew failing after course drop deadline (2 weeks after mid-term. WF is treated as an F (punitive grade).</p> <p>CR: Credit/pass</p> <p>NC: No credit/fail</p> <p>Z: Failed course for non-attendance/unofficial withdrawal (treated the same as an F grade). Last date of attendance is reported by faculty.</p>
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<p>Activities:</p>	<ul style="list-style-type: none"> • Buy the textbook. • Do all reading assignments prior to each class meeting. • Punctual and regular attendance is essential for success in life. Therefore, be on time for classes. • Students are expected to participate in class discussions. • Punctual and regular attendance is an essential habit for success in life. • <u>Weekly Responses</u>. Students will write and share skills, knowledge, and experiences acquired for effective interpersonal relationships, social and technical skills in their assigned small groups. This will constitute the final exam for the course.
	<p>Attendance Policy Classes will begin at 1:00 P.M sharp! As indicated in the grading structure, attendance is critical. Beginning the first week of class the workload will be fair. You will spend several hours a week reading the chapters and doing homework assignments. You will find that if you miss a class, you will fall behind and your grade will suffer. Attendance will be taken every class session. So be in class at all times.</p>
<p>University Policies:</p>	<p><u>Academic Honesty:</u> Plagiarism and cheating are completely unacceptable in an institution of higher education and learning. Such behavior deprives the student involved of the desired education and development of an appropriate value system. It is extremely unfair to other students, and it severely diminishes the value and integrity of a University degree.</p> <p>Plagiarism occurs whenever another's work is submitted as one's own. This includes the use of information from an Internet site or from a published author's ideas and words without proper attribution or documentation. It also includes the copying of term papers, other unpublished works, homework, case reports, computer programs and spreadsheets, and any other course assignments which are submitted for course credit as the student's own effort.</p> <p>Each instructor shall state the specific penalties for plagiarism and cheating in the course syllabus. The instructor has final responsibility for assessing the penalty in such cases regarding the course grade.</p> <p>All cases of plagiarism and cheating will be referred to the Vice President for Academic Affairs for possible further action. Additional penalties may be imposed for the egregious cases of plagiarism and cheating.</p> <p><u>AMERICANS WITH DISABILITIES ACT (ADA) POLICY:</u> "Students are responsible for informing the instructor of any instructional accommodations and/or special learning needs at the beginning of the semester."</p>

Drops and Withdrawals

Dropping Courses:

A course may be dropped up through the end of the second week of the semester without any record on the transcript. After this date, a course may be dropped up to two weeks after mid-term grade reports are due, with a W appearing on the transcript. Withdrawals after mid-terms must be approved by the Vice-president of academic Affairs.

In certain General Studies core courses, students' assignments to course sections may be changed by faculty with written notification given to the Registrar. In all other cases, a student wishing to move from one section of a course to another must accomplish this by using a drop-add form to drop the old section and add the new section.

Withdrawal/Grading Policies

The following procedures will apply to all students withdrawing from the University. Grades will be given in regard to the time of withdrawal. Contact the Registrar's Office for forms and assistance.

- **W** (official withdrawal initiated by the student): To be given when a student withdraws between the first day of class/registration and the last day to drop courses, this is two weeks after mid-term exams.
- **AW** (unofficial withdrawal not initiated by the student): The student does not inform anyone that he/she is leaving campus (the student walks out). The university may also administratively withdraw a student for disciplinary reasons, academic legal anytime during the semester.

Special Accommodations:

A student who is ill or who has or develops medical conditions including but not limited to illness, physical or other disability or pregnancy must notify the Director of Health Services immediately.

<p><u>Classroom Conduct:</u></p> <p><u>Contact Hours:</u></p>	<ul style="list-style-type: none"> • CELL PHONES must <u>not</u> be used during class (includes texting) There will 5 points grade deduction from your grade each time you use your cell phone during class period. • No I-Pods or MP3 players to be used during class <p>Classes will meet in K205 from 1 – 3: 30p.m. R.</p>
<p>Course Policies :</p>	<p>Weekly Response Paper. Type your work and be ready to make oral presentation to the class as and when needed.</p> <p>Exams Take <u>ALL</u> scheduled exams on the due date. Exams will be taken <u>on the day they are scheduled.</u> Exams taken other than the scheduled time will result in a 10% grade reduction for that exam. When you leave the classroom you are finished taking the exam. Be sure to bring #2 pencils</p> <p>Late examinations, and papers will not be accepted for full credit by the instructor unless the student has been excused from this obligation <u>PRIOR</u> to the scheduled due date.</p>

TENTATIVE CLASS CALENDAR

<u>WEEK</u>	<u>DATE</u>	<u>ASSIGNMENT</u>
1.	1/5	Interdependence Chapter 1
2.	1/12	Self Disclosure Chapters 2
3.	1/19	Trust Chapters 3
4.	1/26	<u>EXAMS 1</u>
5.	2/2	Communication Skills Chapters 4
6.	2/9	Expression Emotion Chapters 5
7.	2/16	Nonverbal Expression Chapters 6
8.	2/23	<u>EXAMS 2</u>

9.	3/1	Helpful Listening Chapters 7
10.	3/8	Managing Conflict Chapters 8
11.	3/15	Anger/Stress Chapter 9
12.	3/22	<u>EXAMS 3</u>
13.	3/29	Barriers to Interpersonal-Chap10
14.	4/ 5	Discussions on Diversity
15.	4/12	Discussions on Diversity
16.	4/17,4/19	<u>Project Due</u>
17.	4/23-4/27	<u>FINAL EXAM WEEKS</u>

Advising & Tutorial Support:	<p>Dr. Patrick O. Anyalewechi Office: Walker 206 Office Hours: Mon, Wed, Fri 2-4p.m E mail: panyalew@wilberforce.edu Telephone: 937-708- 5677</p> <p>For additional tutorial assistance contact: Academic Center for Student Success 937-708-5648</p>
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HAVE A NICE CHRISTMAS!