COURSE SYLLABUS
PSY101 – PSYCHOLOGY AND HUMAN RELATIONS
FALL 2002

Instructor: Darci Dance
Office: AHSS 107
Phone: (541)917-4538
E-Mail: danced@linnbenton.edu
Office Hours: M W F: 11:00 – 12:00
T: 3:00 – 4:00
TH: 3:00 – 4:00
Other times by appointment

Required Materials

Course Description
This course focuses on the practical application of psychology to relations with people in everyday situations. Topics include self-concept, social perception, emotions, needs, values, healthy relationships, interpersonal communications, conflict and behavioral change.

Course Objectives:
By the end of this course, you should be able to meet the following objectives:
• Understand and describe the nature of human relations.
• Apply psychological research data in concrete ways to help improve human relations.
• Understand the variety of interpersonal relationships including personal and professional.
• Apply problem-solving skills to real-life situations.

Course Requirements
The final grade in this course will be determined by your performance on 2 exams (a mid-term and a final), 3 quizzes (or 2 quizzes and a paper), 5 Self-Assessment Exercises and participation in class activities.

Exams: There will be one mid-term and one final exam during the term. Both exams will be worth a total of 100 points and consist of 50 multiple choice questions worth 2 points apiece. The exams will be graded on a curve with the highest grade in the class determining the curve. Example: If the highest score is a 97 out of 100, 3 points will be added to your exam score. Both exams will contain questions regarding information from the 4 quizzes (question formats may be different).
**Quizzes:** There will be 3 quizzes during the term. Quizzes will be worth 50 points apiece and consist of multiple-choice, short-answer and essay questions. You will be allowed to have one 3 x 5 card with any material (except material photocopied directly from the text) with you during each quiz. The card must be prepared outside of class and turned in with your quiz.

**Paper:** You will have one paper due the day of the final exam (12-11-2002). The paper will be worth 50 points and will be used to replace your lowest quiz score. This paper is optional. If you do not complete the paper, it will be used as the drop score in place of your lowest quiz score. Please see the website for instructions on completing this assignment.

**Self-Assessment Exercises (SAE’s):** You will need to complete 5 Self-Assessment Exercises during the term. SAE’s consist of two or more of the Self-Assessment Quizzes located at the end of the chapter. Details for each SAE will be posted on the website throughout the term. It should be typed, double-spaced and reflective in order to receive full credit. Each exercise is worth 10 points and must be turned into me on the day they are due. If you know you are going to be absent, you may turn in an SAE early for full credit. If you are late in turning in an SAE, it will only get 5 points. To avoid an onslaught of assignments at the end of the term, **I will not accept any SAE’s that are over 7 days late.**

**Participation:** In addition to the graded activities discussed above, we will also be conducting different types activities in class including problem-solving, group work, etc. I will collect these activities approximately 5 times per semester. They will be worth 10 points each time collected and will count toward your participation grade.

**Grades:** Final grades will be assigned based on the total number of points earned during the course (450 possible). You will be assigned to the letter grade corresponding to the your point total according to the table below:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Grade</th>
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<tbody>
<tr>
<td>405 or More</td>
<td>A</td>
</tr>
<tr>
<td>360 – 404</td>
<td>B</td>
</tr>
<tr>
<td>315 – 359</td>
<td>C</td>
</tr>
<tr>
<td>270 – 314</td>
<td>D</td>
</tr>
<tr>
<td>269 or Less</td>
<td>F</td>
</tr>
</tbody>
</table>
Class Policies

Makeup Exams: Makeup exams are only allowed once for every student. Prior notification of the instructor is required. If you fail to notify me before the class is scheduled to take the exam, you will not be allowed to do a makeup exam. If you have already taken one makeup exam this term, and need to miss a second exam, you will not be allowed to take a makeup exam. All makeup exams will be given in the Learning Center (see below). The policy for quizzes is the same as the above.

Learning Center (LRC212), #(541)917-4684
Testing Schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>From</th>
<th>Not Issued Past</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday and Friday</td>
<td>7:30 AM</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Tuesday and Thursday</td>
<td>7:30 AM</td>
<td>8:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 AM</td>
<td>2:00 PM</td>
</tr>
</tbody>
</table>

You must bring your student ID card or some other form of picture ID with you in order to take an exam. All makeup exams must be completed within 7 days of the original exam date.

Late Assignments: Self-Assessment Exercises will receive full credit only if they are turned in on the day they are due. Late SAE’s will get 5 points up to 7 days after due date and no points after 7 days. Participation activities will not be accepted after the class has completed them (unless prior arrangements have been made with the instructor).

Cheating/Plagiarism: Using someone else’s work as your own or using information or ideas without proper citations (which is called plagiarism) can lead to your failing the assignment, test or the class. Bibliographies and in-text citations are required whenever you use outside sources, including Internet sources.

College Policies:

Students with Disabilities: If you have any emergency medical information for the instructor should know of, need special arrangements in the event of evacuation, or have a documented disability and may need accommodation, you should make an appointment with me as early as possible (no later than the first week of the term). If additional assistance is required, you should contact LBCC’s Office of Disability Services at (541)917-4683.

Waitlist Policy: If our class is full, registered students not attending class during the first week of the term will be withdrawn, and waitlisted students who are attending class will be admitted to the class on a space available basis.
Drop Policy: If you wish to drop this course without it appearing on your transcript, you must do so by October 11, 2002. The last day to officially withdraw from this course (a ‘W’ appears on the transcript) is November 15, 2002.

Incomplete or ‘Y’ Grades: You may qualify for an Instructor’s withdrawal or ‘Y’ grade if you have completed less than 25% of the class work. You may be eligible for an ‘Incomplete’ grade if you have finished 75% of the class work. If you have an ‘Incomplete,’ all coursework must be finished by the end of the next term. I can only award an ‘A’, ‘B’, ‘C’, ‘D’, or ‘F’ grade. In other words, you cannot have an ‘Incomplete’ grade changed to a ‘Y’ grade. Please contact me before the end of the term if you need either of these options.
## TENTATIVE COURSE OUTLINE
PSY101 – PSYCHOLOGY AND HUMAN RELATIONS
FALL 2002

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading</th>
<th>Due</th>
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</table>
| 9/30  | Introduction  
Human Relations and Yourself | Chapter 1 | |
| 10/7  | Self-Motivation and Goal Setting  
Problem-Solving and Creativity | Chapter 2  
Chapter 3 | SAE #1 (due 10/11) |
| 10/14 | Achieving Wellness and Managing Stress  
**Quiz #1 (Chapters 1-5)** | Chapter 4 | **Quiz #1 (10/18)** |
| 10/21 | Dealing with Personal Problems | Chapter 5 | SAE #2 (due 10/25) |
| 10/28 | Communicating with People | Chapter 6 | SAE #3 (due 11/1) |
| 11/4  | Handling Conflict and Being Assertive  
Getting Along with Your Manager, etc.  
**Quiz #2 (Chapters 6-8)**  
Review for Mid-term Exam | Chapter 7  
Chapter 8 | **Quiz #2 (11/6)** |
| 11/11 | Veteran’s Day  
Review for Mid-term  
**Mid-Term Exam** | | No class 11/11  
**Mid-Term (11/15)** |
| 11/18 | Developing Cross-Cultural Competency  
Choosing a Career and Dev. A Portfolio | Chapter 9  
Chapter 10 | |
| 11/25 | Conducting a Job Search  
Developing Good Work Habits  
Thanksgiving Break | Chapter 11  
Chapter 12 | SAE #4 & #5 (due 11/25)  
No class 11/29 |
| 12/2  | Student Questions on Chps 13-16  
**Quiz #3 (Chapters 9-12)**  
Review for Final Exam | | Participation #5 (12/2)  
**Quiz #3 (12/4)** |

Final Exam: Wednesday, December 11\textsuperscript{th} from 12:00 – 1:50 p.m.
Paper to Replace Quiz #4 due 12-11-2002 at 12:00 noon.