I. IDENTIFYING INFORMATION
Course: CED 555
Course Title: Human Relations Skills
EPN: 22246921
Term: Spring II
Location: Camp Pendleton Center
Course Days and Times: Fri 6:00PM-10:00PM; Sat 8:00AM-5:00PM;
Prerequisites: Senior standing or graduate status.

Blackboard:
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter https://blackboard.cmich.edu/webapps/login/. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course's Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at https://blackboard.cmich.edu/webapps/login/.

Instructor: Kenneth Lynch
Primary Phone Number: 760-931-0030
Secondary Phone Number: N/A
E-Mail Address: lynch2kr@cmich.edu
Availability: 9-5; M-F

Academic Biography:
Kenneth Lynch, J.D., Ph.D. is a practicing attorney and practicing forensic psychologist in San Diego County California. He was a psychologist first then became interested in the law while testifying in court on forensic insanity cases.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS
Order books from MBS at http://bookstore.mbsdirect.net/cmu.htm

Textbooks and Course Materials:
Title: Human Relations
Author: Reece
Edition: latest
ISBN: unknown
Publisher: Houghton Mifflin
Required: Yes

Course Reserves: N/A
Required Materials: N/A
Recommended Materials:
N/A

III. COURSE DESCRIPTION
An introduction to skills utilized in developing helping relationships, emphasizing the person-to-person, day-to-day relationships. The class will be conducted through cognitive and experiential approaches.

IV. COURSE GOALS AND OBJECTIVES
Each professional education course is aligned with the CLEAR Conceptual Framework. The CLEAR Conceptual Framework includes general practices and principles intended to facilitate learning experiences for candidates to help them mature as teachers whose practice is:

C— Concept- and knowledge-driven: A professional educational practice that is concept- and knowledge-driven has, as its foundation, content knowledge.

LEA—LEArner-centered: A professional educational practice that is learner-centered focuses on the cognitive, affective and physical needs, and characteristics of each learner.

R— Reflective: A reflective professional practice is guided by research and knowledge of the diverse educational environments prevalent in our society.

Upon completion of this course, the student will be able to:

1. Relate an empirical understanding of at least one component of the relationship-building process. (C, LEA, R)
2. Identify multicultural variances and appropriate verbal and nonverbal communication of various groups. (C, LEA, R)
3. Recognize human relations as a combination of interdisciplinary skills important to all interpersonal interactions. (C, LEA, R)
4. Identify ways in which people tend to establish effective and ineffective ways of relating. (C, LEA)
5. Explain how diversity influences communication and the relationship-building process. (C, LEA, R)
6. Recognize the importance and evidence of mastery of the verbal and nonverbal components of relationship-building. (C, LEA)
7. Formulate interventions for functional patterns of relating behavior that motivates individuals to be productive in various settings. (C, LEA, R)
8. Describe the influence of “psychological types” as a component in human relating. (C, LEA)
9. Recognize human relations as a combination of interdisciplinary skills important to all interpersonal interactions. (C, LEA, R)
10. Exhibit mastery of basic counseling and communication skills in the practice of human relationships. (R)
11. Explain the role of leadership, management, and the worker in facilitating professionalism in the practice of human relationships. (C, LEA)

V. METHODOLOGY
Lecture
Discussion
Case Studies
Group Exercises
Field Trip Assignment
VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
Read Chapters One and Two in the Text.

Course Outline:

Student Introductions
Course Roadmap

Explanation of Assignments: Term Paper, Field Trip Assignment, Final Essay Exam

Introduction to Human Relations
Improving Interpersonal Communications
Building High Self Esteem
Personal Values Influence Ethical Choices
Attitudes Can Shape Your Life
Developing a Professional Presence
Valuing Work Force Diversity
Resolving Conflict
Achieving Emotional Balance
A Life Plan for Effective Human Relations

Assignment Due Dates:

3/7/13 - Introduction to Human Relations; Class Exercise, Video
3/8/13 - Improving Interpersonal Communications; Building High Self Esteem; Field Trip Exercise, Part One
3/21/13 - Personal Values Influence Ethical Choices; Attitudes Can Shape Your Life; Class Exercise, Video
3/22/13 - Developing a Professional Presence; Valuing Work Force Diversity; Field Trip Exercise, Part Two
3/28/13 - Resolving Conflict and Achieving Emotional Balance; A Life Plan for Effective Human Relations; Class Exercise, Video
3/29/13 - Term Paper Due, Field Trip Assignment Student Presentations Due; Final Exam [Essay].

Post-Class Assignment:
N/A

Student Involvement Hours:
To Be Announced.

VII. CRITERIA FOR EVALUATION

Evaluation Criteria:

Field Trip Assignment [one-third of grade] - Selection of Place, Organization, Content, Readability, Relevance, Presentation to Class

Term Paper [one-third of grade] - Topic Selection, Organization, Content, Readability, Relevance.

Final [essay, one-third of grade] - Organization, Content, Degree to which Student Answers Questions.

Grading Scale:
A Superior 95%
A- 90%
B+ 85%
B Average 80%
B- 75%
C+ 70%
C Poor 65%
C- No Credit Towards Degree 60%
E - Failing 55%

Late Assignments:
No Late Assignments Accepted.

Make-ups and Rewrites:
No Make-ups or Rewrites Accepted.

VIII. EXPECTATIONS

Attendance and Participation:
All students will be expected to participate in all class activities. All students expected to attend all six classes and all students are expected to treat other students with dignity and respect.

Academic Integrity:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin (https://bulletins.cmich.edu/).

Student Rights and Responsibilities:

Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at
IX. SUPPORT SERVICES AND OTHER REQUIREMENTS

Global Campus Library Services (GCLS)

CMU offers you a full suite of library services through its Global Campus Library Services (GCLS) department. Reference librarians will assist you in using research tools and locating information related to your research topic. The library’s Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the GCLS website at http://gcls.cmich.edu for more information.

Reference librarian contact information:
1. By phone: (800) 544-1452.
2. By email: ocllsref@cmich.edu
3. By online form: http://www.cmich.edu/library/gcls/Pages/Ask-a-Librarian-Request-Form.aspx

Documents on Demand office contact information:
1. By phone: (800) 274-3838
2. By email: docreq@cmich.edu
3. By fax: (877) 329-6257
4. By online form: http://www.cmich.edu/library/gcls/Pages/Documents-on-Demand.aspx

Writing Center

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit http://webs.cmich.edu/writingcenter/

Mathematics Assistance Center

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit http://global.cmich.edu/mathcenter/tutoring-request.aspx.

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Susie Rood, Director of Student Disability Services at (800) 950-1144, extension 3018 or email her at sds@cmich.edu, at least 4 weeks prior to registering for class. Students may find additional ADA information and forms at https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY

Center Information

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