

Western Kentucky University  
Department of Counseling and Student Affairs

**CNS 110 Human Relations**

July 10 to August 10, 2017 – TWR 10-12:30 pm CST in GRH 2010

Instructors:

Normanda Lawless, M.A., LPCA [normanda.lawless102@topper.wku.edu](mailto:normanda.lawless102@topper.wku.edu)

Dr. Jill Duba Sauerheber, LPCC [jillduba.sauerheber@wku.edu](mailto:jillduba.sauerheber@wku.edu)

**Course Description**

Theory, concepts, and skills necessary to increase self-awareness and improve relationships in social and academic settings. Processes of managing the problems of everyday life including conflict and social demands.

**Course Objectives**

At the conclusion of the course, the student should be able to:

- Demonstrate general knowledge of human relations
- Apply knowledge, theories, research methods, and ethical conduct and research methods to analyze problems pertinent to human relations
- Understand how human relations conceptualize diversity and how it shapes human experiences
- Integrate the knowledge of human relations into issues of personal importance
- Effectively communicate using the language and terminology germane to human relations

**Required Texts & Materials**

Ford, L., & Arter, J. (2013). *Human relations: A game plan for improving personal adjustment* (5<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson.

Strunk, W., & De A'Morelli, R. (2017). *The elements of style* (Classic Edition). Spectrum Ink Publishing.

Students are expected to complete all required reading for each class session and bring the book to each class meeting.

**Methods of Instruction**

The course is a mixture of on-line quizzes, group discussion/exercises, and personal exercises.

**Course Requirements**

**Attendance, Preparation, and Participation (3 points possible per class meeting)**

Attendance is required during all scheduled class meetings. Students are responsible for all information if class is missed. More than 4 missed class sessions will result in an "F" in the course. Active participation during each class session is assessed. Students are expected to come to class prepared with all assigned readings and homework assignments. Class participation will be evaluated upon the following for each class meeting:

- Attendance at the entire class meeting (1 point)
- Thoughtful, respectful and appropriate contributions to activities and discussions (1 point)
- Evidence that reading assignments and/or other activities were completed (1 point)

Cell phones must be turned off at the start of class unless there is an emergency situation. Laptops should only be used during class lectures and should be put away during activities and discussions. Use of cell phones and laptops is considered discourteous when other students and the instructor are involved in demonstrations or experiential activities. Inappropriate use of technology will result in loss of participation points.

**Journal Entries (5 points for each entry)**

There is a journal entry for each chapter. Each journal entry will be evaluated upon the following: (a) thorough personal reflection of the chapter that at least addresses what parts of the reading are personally applicable, what was new and interesting, and parts of the reading you agreed with and/or disagreed with and why; (b) sufficient effort that demonstrates that the reading was completed and entry is at least a lengthy paragraph; (c) correct grammar and sentence structure. Journal entries should first be entered in a Word document, edited for correct grammar and sentence structure and then pasted into the Blackboard entry box. Journal entries cannot be edited or deleted upon submitting through Blackboard. Journal entries are due by 11:59 pm CST on the date noted; late entries are not accepted.

**Quizzes (10 points for each quiz)**

There will be a quiz on Blackboard for each chapter. Quizzes will be taken towards the end of the class period and in GRH 2056 (classroom 2). Quizzes can be taken one additional time prior to August 10<sup>th</sup> if students would like to attempt to earn a higher grade on it. Questions are randomized for each attempt. Each attempt must be completed in one sitting. The highest grade will be recorded. Quizzes will not be available after the due date.

**Final Exam (20 points)****Student Evaluation Criteria and Procedures:**

Rubrics for the assignments are noted at the end of the syllabus. Percentages of points counting towards the final grade are distributed as follows:

**Attendance and Participation**

Does not include 1 <sup>st</sup> & last class meeting	39 points
Journal Entries	55 points
Quizzes	110 points
Final Exam	20 points
<b>TOTAL POSSIBLE</b>	<b>224 points</b>

Grades for the course are determined by the following:

A	90% - 100% of total points
B	80% - 89% of total points
C	70% - 79% of total points
D	60% - 69% of total points
F	59% and below

**Late or Missing Assignments**

Late assignments are not accepted in this course.

**Title IX Misconduct/Assault Statement**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at

<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at

[https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

**ADA Accommodation Statement**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

**Academic Integrity**

Academic integrity is an essential component of an academic community. Every student is responsible for fostering and maintaining a culture of academic honesty by making a commitment to the academic values of honesty, integrity, responsibility, trust, respect for self and others, fairness, and justice. Violations of academic integrity include cheating, plagiarism, or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer properly. This includes not only direct quotations of another writer's words, but also paraphrases or summaries of another writer's concepts or ideas without acknowledging the writer properly (i.e., citing them). Cheating includes behaviors such as giving or receiving data or information under any circumstances not permitted by the instructor. Lying about academic matters includes falsification of data or information as part of an academic exercise, or knowingly providing false information to a faculty member. Academic dishonesty is a profoundly serious offense because it involves an act of fraud, jeopardizing genuine efforts by faculty and students to teach and learn together. Students who are determined to have plagiarized an assignment or otherwise cheated in their academic work or examination may expect an "F" for the assignment in question or an "F" for the course, at the discretion of the instructor. All incidents of cheating or plagiarism, reported by the instructor,

will follow the Student Remediation Process as described in the departmental handbook. Please note: The University does use web-based products to detect plagiarism.

### **Flexibility Clause**

The aforementioned requirements, assignments, policies, evaluation procedures, etc are subject to change. Extenuating circumstances may contribute to modification in course requirements and schedule.

MEETING DATE	IN -CLASS TOPIC, PREPARATION AND ACTIVITIES	ASSIGNMENT DUE
▼ July 11 T	Introduction to the Course	
▼ July 12 W	Family Influences and You <ul style="list-style-type: none"> <li>• Read Chapter 5</li> <li>• Chapter 5 Quiz</li> </ul>	• Chapter 5 Journal Entry
▼ July 13 R	Family Influences and You	
▼ July 18 T	Basic Principles and Communication <ul style="list-style-type: none"> <li>• Read Chapter 1</li> <li>• Chapter 1 Quiz</li> </ul>	• Chapter 1 Journal Entry
▼ July 19 W	Self-Awareness <ul style="list-style-type: none"> <li>• Read Chapter 2</li> <li>• Chapter 2 Quiz</li> </ul>	• Chapter 2 Journal Entry
▼ July 20 R	Personality and Comfort Zones <ul style="list-style-type: none"> <li>• Read Chapter 3</li> <li>• Chapter 3 Quiz</li> </ul>	• Chapter 3 Journal Entry
▼ July 25 T	Emotions and Stress <ul style="list-style-type: none"> <li>• Read Chapter 4</li> </ul>	• Chapter 4 Journal Entry
▼ July 26 W	• Chapter 4 Quiz	
▼ July 27 R	Social and Systemic Influences <ul style="list-style-type: none"> <li>• Read Chapter 6</li> <li>• Chapter 6 Quiz</li> </ul>	• Chapter 6 Journal Entry
▼ August 1, T	Development Close Relationships <ul style="list-style-type: none"> <li>• Read Chapter 7</li> <li>• Chapter 7 Quiz</li> </ul>	• Chapter 7 Journal Entry
▼ August 2, W	Human Sexuality	• Chapter 8 Journal Entry

	<ul style="list-style-type: none"><li>• Read Chapter 8</li><li>• Chapter 8 Quiz</li></ul>	
▼ August 3, R	Life Span Development and Transitions <ul style="list-style-type: none"><li>• Read Chapter 10</li><li>• Chapter 10 Quiz</li></ul>	<ul style="list-style-type: none"><li>• Chapter 10 Journal Entry</li></ul>
▼ August 8, T	Health, Wellness and Coping <ul style="list-style-type: none"><li>• Read Chapter 9</li><li>• Chapter 9 Quiz</li></ul>	<ul style="list-style-type: none"><li>• Chapter 9 Journal Entry</li></ul>
▼ August 9, W	Positive Living and Life Satisfaction <ul style="list-style-type: none"><li>• Read Chapter 11</li><li>• Chapter 11 Quiz</li></ul>	<ul style="list-style-type: none"><li>• Chapter 11 Journal Entry</li></ul>
▼ August 10, R	Final Exam	