



## **Productive Relationships**

**MGMT4302.301**

**SPRING 1 2019**

**CRN 10265 MGMT 4302.301, Productive Relationships**

Spring 2019 rev. 01.06.2019

Texas A&M University-Central Texas

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** James J. Bondi

**Office:** TAMU-CT

**Phone:** 254-291-0646

**Email:** james.bondi@tamuct.edu.

### **Office Hours:**

I am available either before or after class.

### **Mode of instruction and course access:**

This course meets face-to-face.

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

### **Student-instructor interaction:**

I will routinely check and reply to student emails. Routinely I will be sending out a class email to all students responding to any questions or concerns that the student(s) might have with interpreting class material, scheduling and attendance conflicts, and homework assignments.

In the first week of class, I will have each student fill out and complete a questionnaire identifying the best contact information for email and phone number. My intent is to be as transparent and available to students as my work schedule will permit me.

### **911 Cellular:**

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their

myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

### **Course Overview and description:**

This course is a non-typical course that explores interpersonal relationships at work through a variety of experiential learning exercises. It is intended to develop understanding and skills that will enable the student in a work environment and develop productive and professional working relationships. The focus of this course centers on “The 7 Habits of Highly Effective People” by Stephen R. Covey.

### **Course Objective:**

The overarching objective of this course is for each student to learn how to assess, develop, carry out, and evaluate strategies that develop productive work relationships. To get to this objective, we will review theories of work and human relationships. We will make extensive use of experiential learning exercises. There will be lots of student interaction and some student presentations to include the development of a Personal Mission Statement. This course explores theories of human personality and how various personality types interact with each other. Strategies for working with different personality types are developed and explored. Interpersonal behavioral issues like trust, fear, difficult people, making work fun, goal setting, motivations, teamwork, team functioning and other relevant issues are explored. Strategies for working with others around these issues are also developed. Throughout the course experiential exercises and activities are used to show students how to work with others to achieve goals, objectives and to learn.

### **Student Learning Outcomes:**

Upon completion of this course the student will have an understanding of concepts, principles, and practices of work relationships that result in productive organizations and solid interpersonal relationships. Core competencies achieved at the conclusion of this semester include:

- Ability to identify various types of personalities and their characteristics.
- Clear understanding of characteristics of productive and effective teams.
- Ability to identify the concept of trust between co-workers.
- Ability to understand the impact of fear in the workplace.
- Use of fun to enhance effective working together.
- Ability to identify procedures and techniques for dealing with difficult people and difficult situations.
- Students are expected to participate in course activities as listed in this syllabus.

- Each student is responsible for his / her own learning outcomes.

**Required Reading and Textbook(s):**

Covey, Stephen R. (2004). *The 7 Habits Of Highly Effective People*. Published by Simon & Schuster. ISBN 978-1-4767-4005-8.

Cockerell, Lee (2008). *Creating Magic, 10 Common Sense Leadership Strategies from a Life at Disney*. Published by Double Day. ISBN 978-0-385-52386-8.

Reina, Dennis and Michelle L. Reina (1999). *Trust & Betrayal in the Workplace: Building Effective Relationship in Your Organization*. San Francisco, Berrett-Koehler Publishers. ISBN 10:1-57675-377-8.

(There is also a paperback version printed in January 2006)

**COURSE REQUIREMENTS**

Course Requirements: (include point values for each not just a percentage)

**Case Presentations (6): 10 points each (total 60 points):** Students will be assigned to teams and conduct an assessment of a given situation. Upon completion, each team will provide an oral presentation of their assessment focusing on the key principles as addressed in the assigned chapter. Students should be knowledgeable of the key interpersonal relationships at work using a variety of work environments. A well thought out and complete response to each case question applies concepts from the text woven in with case data to fully support the analysis. This assignment will be more defined in class with a separate handout of instructions with grading rubrics.

**Personal Mission Statement (1), 20 points each (total 20 points):** Students will be assigned to write their personal mission statement focused primarily on the following:

- 1- Students focus on their core ethos – what is your center of values?
- 2- Students focus on what is important to you?
- 3- Students focus on who is important to you?

Once completed, each student will present their personal mission statement.

**Exams (2), 60 points each (total 120 points):** There will be two (2) required exams. Each exam will cover designated chapters and test student's knowledge of the key frameworks and concepts. Emphasis will be on content, practical application, and writing skills. Handout assignment with grading rubrics will be given in class.

**Final Presentation (1), 20 points each (total 20 points):** Students will be assigned a final presentation that focuses on one of the required textbooks key principles. An oral presentation

of their assessment will be presented at the final class. This assignment will be more defined in class with a separate handout of instructions with grading rubrics.

**Grading Criteria Rubric and Conversion**

<b>Course Element</b>	<b>Grading Points</b>		
Case Presentations	6 @ 10 points each		60 points
Personal Mission Statement	1 @ 20 points each		20 points
Exam 1	1 @ 60 points		60 points
Exam 2	1 @ 60 points		60 points
Final Presentation	1 @ 20 points		20 points
Class Participation	40 points		40 points
Work Styles	20 points		20 points
		<b>Total</b>	<b>280 points</b>
<b>Grade Equivalents:</b>			
<b>If Grade is Computed Numerically</b>	<b>If Grade is Computed by Letter</b>		<b>Grade is computed by Points</b>
90.0 - 100 %	= A		252 - 280
80.0 - 89.9%	= B		224 - 251
70.0 – 79.9%	= C		196 - 223
60.0 – 69.9%	= D		168 - 195
0 – 59.9%	= F		0 - 167

**Posting of Grades**

Upon receipt of the class assignments, turn-around time for grades will be one week. Grades to be posted on the Canvas Grade book where students can monitor their status.

**COURSE OUTLINE AND CALENDAR**

**Complete Course Calendar**

Week	Dates	Reading Assignment	Topic	Assignments
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1	Jan 15-17	Covey Part One Cockerell Chpt 1	Course Orientation Work Styles Assessment The 7 Habits Overview Creating Magic	Course Orientation  Administer Work Styles Profile  Student Profile Interactive Case Study
2	Jan 22-24	Covey Habit 1 Cockerell Chpts 2-3	Teams & Teamwork Habit 1, Be ProActive  Strategy 1, Everyone is Important	Class Presentation  Conduct: Work Styles Assessment
3	Jan 29-31	Covey Habit 2 Cockerell Chpts 4-5	Habit 2, Begin With The End in Mind Strategy 2, Break the Mold Strategy 3, Make Your People Your Brand	Class Presentation  <b>Personal Mission Statement Due 05 Feb</b>
4	Feb 05-07	Covey Habit 3 Cockerell Chpt 6 Reina Chpt 1	Habit 3, Put First Things First Strategy 4, Create Magic Through Training  Part I, Why Trust, The Need for Trust in the Workplace	Class Presentation  <b>Exam #1 Due: 12 Feb</b>
5	Feb 12-14	Covey Habit 4  Cockerell Chpts 7-8  Reina, Chpts 2-4	Habit 4, Think Win / Win Strategy 5, Eliminate Hassles Strategy 6, Learn the Truth Part II, What Trust Means	Class Presentation  <b>Exam #1; Due: 12 Feb</b>
6	Feb 19-21	Covey Habit 5  Cockerell Chpts 9-10  Reina Chpts 5-6	Habit 5, Seek First to Understand Strategy 7, Burn the Free Fuel Strategy 8, Stay Ahead of the Pack Part III, Where Trust Begins	Class Presentation  Team Building Exercise

7	Feb 26-28	Covey Habit 6 Habit 7  Cockerell Chpts 11-12  Reina Chpts 7-11	Habit 6, Synergize Habit 7, Sharpen the Saw Understanding Transactional and Transformative Trust Strategy 9, Be Careful What You Say and Do Strategy 10, Develop Character Part IV, When Trust Breaks Down Part V, Trust Building in the Field	Class Presentation  <b>Exam #2</b>
8	Mar 05-07	Covey Habit 7	Habit 7, Sharpen the Saw	<b>Final Exam</b> <b>Due: 05 Mar</b> <b>Presentation</b> <b>Due: 07 Mar</b>

**Important University Dates:**

<b>SPRING 2019</b>	
March 19, 2018	Spring Semester Admissions Application Opens
October 22, 2018	Advising Begins for Spring Semester
October 22, 2018	Class Schedule Published For Spring Semester
November 1, 2018	Deadline for Scholarship Applications for the Spring Semester
November 5, 2018	Registration Opens for Spring Semester
November 15, 2018	Priority Deadline for International Student Spring Admissions Applications
December 3, 2018	Priority Deadline for Spring VA Certification Request
January 2, 2019	Priority Deadline for Spring Admissions applications
January 10, 2019	Convocation

January 11, 2019	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
January 14, 2019	Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
January 14, 2019	Classes Begin for Spring Semester
January 16, 2019	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 21, 2019	Martin L. King Jr. Day ( <i>University Closed</i> )
January 22, 2019	Deadline to Drop First 8-Week Classes with No Record
January 30, 2019	Deadline to Drop 16-Week Classes with No Record
February 22, 2019	Student End of Course Survey Opens (First 8-Week Classes)
February 22, 2019	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2019	Deadline for Graduation Application for Spring Ceremony Participation
March 1, 2019	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8, 2019	Classes End for First 8-Week Session
March 8, 2019	Deadline for Spring Admissions Applications
March 10, 2019	Student End of Course Survey Closes (First 8-Week Classes)
March 11, 2019	Spring Break – No Class ( <i>University Open</i> )
March 11, 2019	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 13, 2019	Spring Break – No Class ( <i>University Open</i> )

March 14, 2019	Spring Break – No Class ( <i>University Open</i> )
March 15, 2019	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15, 2019	Deadline for Clinical Teaching Applications
March 15, 2019	Spring Break – No Class ( <i>University Open</i> )
March 18, 2019	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants.
March 18, 2019	Classes Begin for Second 8-Week Session
March 20, 2019	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2019	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2019	Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5, 2019	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 12, 2019	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
April 26, 2019	Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26, 2019	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10, 2019	Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5pm)
May 10, 2019	Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
May 10, 2019	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 10, 2019	Spring Semester Ends



May 11, 2019	Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 12, 2019	Student End of Course Survey Closes (16- and Second 8-Week Classes)
May 14, 2019	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
May 14, 2019	Deadline for Thesis to Clear Thesis Office for Spring Semester

## TECHNOLOGY REQUIREMENTS AND SUPPORT

### Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

For issues related to course content and requirements, contact your instructor.

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go

into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at [Imdavis@tamuct.edu](mailto:Imdavis@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**University Writing Center:** Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

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### **OPTIONAL POLICY STATEMENTS:**

#### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **INSTRUCTOR POLICIES.**

**Quality of Work:** All work submitted for grading shall be of graduate level quality. Depth of analysis, grammatical structure, etc.

**Identifying Submissions:** Submissions must clearly identify the student and the title of the assignment.

**Late Submissions:** Late submissions will be penalized starting at 10% of the grade and up to no more than half credit.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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