Course Title:
Human Resources for the Human Relations Professional

Course Number:
HR 5143-102

Course Description:
This course provides an introduction to and an overview of the human relations approach to human resource management. Issues are considered from a variety of perspectives, including that of the employee, the manager or supervisor, and the beginning human resource specialist. This course does not cover the financial, legal, and technical aspects of the field, emphasizing the analysis of interpersonal relationships in the workplace.

Class Dates, Location and Hours:
Dates: October 30-November 1 & November 6-8, 2015
Location: Bldg. 201 SE, Tinker AFB, Oklahoma.
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 1:00-5:00 p.m.
Last day to enroll or drop without penalty: October 1, 2015

This military installation is not open to the general public. In order to take courses at this installation, students must have a current military or Department of Defense identification card which allows them to access the installation.

Site Director:
Steve Watson. Assistant: Kay Crawford. Phone: (405) 739-7365 or DSN 339-7365; Fax: (405) 739-7365; E-mail: aptinker@ou.edu

Professor Contact Information:
Course Professor: Marilyn Y. Byrd, Ph.D., MBA
Mailing Address: 601 Elm, Room 704
Norman, OK. 73019
Telephone Number: 405-325-6405
Fax Number: 405-325-3302
E-mail Address: Marilyn.Y.Byrd-1@ou.edu
Professor availability: The professor will be available via e-mail to you before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at http://www.bkstr.com/oklahomastore/home is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

2. Additional materials and detailed instructions for assignments as noted in the description of learning activities will be posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](http://learn.ou.edu); enter your OU NetID and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

**Course Objectives:**

At the end of the course, you will be able to:

1. recognize and apply theoretical, philosophical, and ethical perspectives of human resource management;
2. identify the co-relationship of human resource management and human relations;
3. describe and explain human resource systems;
4. illustrate applied, practical perspectives of HRM;
5. recognize trends influencing human resource practices, and
6. link personal values with professional responsibilities of a HR[M] practitioner.

**Course Outline:**

(Note: Chapter readings should be completed before class)

**Friday, October 30:**

- Course Introduction and discussion of assignments.
- Chapter 1: *Managing Human Resources Today*.
  - Interactive exercises, activities, discussions.
  - Assignment of groups.
  - **Personal Reflection paper** due beginning of class.

**Saturday, October 31:**

- Chapter 2: *Managing Equal Opportunity and Diversity*
  - Special Topic: Emerging Trends in Workforce Diversity (supplemental readings will be posted to D2L).
- Chapter 3: *Personnel Planning and Recruiting*
- Chapter 4: *Selecting Employees*
  - Interactive exercises, activities, discussions.
  - Groups meet to work on Management Forum assignment.

**Sunday, November 1:**

- Chapter 5: *Training and Developing Employees*
  - Special Topic: Writing Research Proposals
  - Interactive exercises, activities, discussions.
  - Groups meet to work on Management Forum assignment.
  - **Professional Organization Research assignment** due beginning of class.

**Friday, November 6:**

- Chapter 6: *Performance Management and Appraisal*
- Chapter 7: *Managing Careers*
  - Interactive exercises, activities, discussions.
  - Groups meet to work on Management Forum assignment.
Saturday, November 7:

- Chapter 8: Maintaining Positive Employee Relations
- Chapter 9: Improving Occupational Safety, Health, and Risk Management
- Research Roundtable
  - Interactive exercises, activities, discussions.
- Exam Review
  - Groups meet to work on Management Forum assignment.

Sunday, November 8:

- Management Forum (first 2 hours of class)
- Final Exam (last 2 hours of class)

Assignments, Grading, and Due Dates:

Personal Reflection Paper: Professional Ethics and Human Relations - 100 points.

The purpose of this paper is to give you insight on the morals and values that guide your life and how these morals and values are enacted in your professional practice. Human resource management is a highly people oriented profession. Understanding your personal values will help you to establish a personal philosophy that guides your interactions with others in a managerial, supervisory, or administrative role. Your personal philosophy is also your moral compass for practicing moral agency in your profession. This statement will also be your guide for ethical conduct; specifically professional conduct that relates to the human relations/human resources management (HRM) professional. Given that some responses are subjective and will vary, points are earned primarily by your purposeful response that fully satisfies the requested item. Each numbered statement below should represent a paragraph.

1. Define ethics, morals, and values. Explain how these concepts are inter-related. 10 pts
2. Describe the values that you believe are essential for the human relations professional. 10 pts
3. Describe the top (3) values that are promoted by an organization you are affiliated with (academic, civic, or community organization). How are these values communicated? Next, compare and contrast with your personal values. How might you reconcile any tensions that might exist between your personal and your organization’s stated values? 15 pts
4. How do you know if and when each value set might take priority? Give an example. 10 pts
5. Describe the qualities you believe are necessary in an “ethical” leader. Provide support for your beliefs and explain why a leader should show evidence of these qualities in order to be considered “ethical” from your perspective. 15 pts
6. Other than ethical values, what values might someone in leadership use in reaching decisions? 10 pts
   Using this document as a guide, write an ethical code of conduct for the human relations profession (minimum ½ page). 25 pts
8. Quality of writing. Mechanics, vocabulary, sentence structure, APA formatting, organization, including following the instructions for completing the assignment. 5 pts

Format your reflection paper in paragraph format, using APA guidelines, double-spaced, Times New Roman 12 pt. font; title page, reference page. As with all papers you write for this class, include an introductory paragraph that gives the purpose of the paper and briefly previews your discussion in a summative way. You should also end with a concluding paragraph that is separate from the discussion points that returns to the purpose and brings closure. A useful online style guide for APA can be found at [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/) Minimum 3 full pages (excluding title page and reference page), less than 3 full pages will result in a 10 point deduction. Due: beginning of class Friday, October 30, 2015.

Professional Organization Research - 125 points.

The purpose of this assignment is to provide insight on the role of professional organizations in your career. First, your professional development will continue beyond the classroom experience. Professional
organizations are communities of practice that provide ongoing learning opportunities in your field of practice. Therefore, affiliation and participation in professional organizations that support the mission of your profession is crucial to your ongoing learning. Second, membership in professional organizations provides exposure to research that can be applied to decision making as well as providing networking opportunities with practitioners and scholars in your field. Finally, professional organizations are resources of information on important issues and laws. This is a critical function for HR[M] professionals.

For this assignment you are to research a professional organization that you would like to become a member and discuss how affiliation with this organization should enhance your continuous professional development. Your discussion should include your perception of how well this organization supports the theory of a community of practice. Details of this assignment and a grading rubric will be provided during the first class session and further instructions will be posted on D2L. The following are examples of organizations that are affiliated with human resources: Academy of Human Resource Development http://www.ahrd.org/. Society for Human Resource Management (SHRM) http://www.shrm.org/.

Format your paper in paragraph format, using APA guidelines, double-spaced, Times New Roman 12 pt. font; title page, reference page. Minimum 3 full pages (excluding title page and reference page), less than 3 full pages will result in a 10 point deduction. Grading rubric posted to D2L. Due: beginning of class, Sunday, November 1, 2015

Research Roundtable - 50 points.

In an informal class discussion, you are to discuss an idea for research that examines a human resource management issue from a human relations perspective. You should consider topics from class discussion but think deeper of how these topics speak to human relations. You should also look at relevant journals for ideas that might interest you. While the research roundtable is an informal individual presentation of an idea, your discussion should include the need for this idea to be developed into research from a HR[M] perspective and the specific stakeholders who would benefit from this research being conducted. A grading rubric will be posted to the D2L.


You will be assigned to management teams of 3-4 (depending on final course enrollment) and facilitate a 20 minute discussion on a topic of a current trend in human resource management. The purpose of this assignment is to critically examine these issues from a human relations perspective and to show how human relations operates within the human resource management context. Another purpose is to develop your interpersonal skills in team collaboration. Additional details for this assignment will be posted to D2L along with a grading rubric. There is no written component to this assignment; however you should prepare visuals to help illustrate important points. You will be given time in class to work with your group to develop this assignment.

Final Exam - 150 points.

A comprehensive objective-type final exam will be given over the chapter readings, lectures, and other relevant information covered during the class sessions. 75 questions.

Class Participation - 100 points.

This is a highly interactive course. Each class session is designed for interaction and collaboration. Generally this will involve in class experiential/application activities, exercises, small group discussion, and other learning activities that support the learning objectives of this class. Although attendance is a prerequisite for earning points, points are not taken for granted. There will be a specific deliverables that I will be looking for (e.g. case study analysis discussions, assigned journal article discussion). To this end, each class session, I will provide groups with a learning outcome sheet. On this sheet, I will be asking for specific items from the night’s discussion: what was learned or what learning point(s) were addressed that class session (in relation to overall course outcomes, goals). In many cases small groups will be required to report out in larger group discussion to wrap up the class session. Points earned are attendance based only. Most of the participatory activities and exercises are group based and are unable to be made up. You will note that there are 6 sessions and points are available for each of these sessions. However the maximum that will count toward your final grade is 100 points.
Applied HRM Research Proposal - 200 points.

The purpose of the Applied HRM Research Project Proposal is for you to develop the idea you presented during the roundtable into a formal research proposal.

Detailed instructions for this assignment along with a grading rubric will be located on D2L. The proposal must be uploaded to D2L no later than 11:59 pm, **November 15, 2015**.

**Grading**

This is a letter-graded course: A, B, C, D, or F. Points earned will be based on the following letter grade equivalency (rounding will be applied as needed): Total points available = 875. A=787-875; B=700-786; C=612-699; D=525-611; F=525 and below.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Personal Reflection Paper</td>
<td>First class session (beginning of class)</td>
<td>100</td>
</tr>
<tr>
<td>Professional Organization Research</td>
<td>November 1 (beginning of class)</td>
<td>125</td>
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<tr>
<td>Research Roundtable</td>
<td>November 7</td>
<td>50</td>
</tr>
<tr>
<td>Management Forum</td>
<td>November 8 (first half of class)</td>
<td>150</td>
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<tr>
<td>Final Exam</td>
<td>November 8 (last half of class)</td>
<td>150</td>
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<tr>
<td>Class Participation</td>
<td>During class sessions</td>
<td>100</td>
</tr>
<tr>
<td>Applied HRM Research Proposal</td>
<td><strong>Nov. 15, 2015</strong> 11:59 pm; dropbox</td>
<td>200</td>
</tr>
</tbody>
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**Policy for late work:**

Papers received after the due date will be penalized one letter grade. Late assignments will not be accepted after the second day.

**Notice:** Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

**“Safe Space” Policy**

In this course there may be occasions when topics are controversial. Please recognize that in a learning environment, all classroom discourse should exhibit respect for all persons, not only within the confines of the classroom but also in general. Class discussion allows for disagreement; however, comments should be sustained by supported evidence, and not to be unsupported assertions of opinion, and never (personal) attacks. Incivility or rudeness of any kind is unacceptable.
Policies and Notices

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Marilyn Y. Byrd, Ph.D

Education
Ph.D., Human Resource Development, Texas A & M University, College Station. TX.

Current Positions
Assistant Professor, University of Oklahoma, Human Relations

Major Areas of Teaching
- Human Resources for the Human Relations Professional
- Organizational Behavior
- Leadership in Organizations
- Diversity and Justice in Organizations

Research Interests
- Organizational social justice and social change
- Spirituality as a response to social oppression
- Organizational social justice ethics (emerging research)
- Experiences of intersectionality in leadership
- Issues emerging from workforce diversity

Representative Publications and Presentations

Books:

Book Chapters:

Book Chapter, Invited:
Peer Reviewed Journal Articles:


Media Review, Invited:


Representative Honors and Awards Received

- Recognized for Leadership, AHRD
- Member Spotlight, May, 2012, AHRD

Major Professional Affiliations

Academy of Human Resource Development (AHRD)