College of Continuing Education
The University of Oklahoma
Advanced Programs

Course Title:
Graduate Research and Writing for Human Relations

Course Number:
HR 5113-493

Course Description:
The purpose of this course is to prepare students in Human Relations to conduct online searches, evaluate sources, think critically about issues and write various types of student papers, including research papers. Expressing clear thoughts in a way that reflects respect for gender, difference and inclusion will be part of all written exercises.

Class Dates:
September 1 – December 31, 2015
Last day to enroll or drop without penalty: August 3, 2015

Site Director:
This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:
Course Professor: Anita Fream, M.A.
Mailing Address: 620 Classen Blvd
                Norman, OK 73071
Telephone Number: (405) 528-0221 (work)
Fax Number: (405) 528-1517
E-mail Address: Anita.S.Fream-1@ou.edu
Professor availability: The professor will be available via e-mail to students. Any time you email the professor please put the section number or course title in the subject.

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.

3. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at 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: The Follett/AP Bookstore 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 the Follett/AP Bookstore.

OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course Objectives:
The objectives of this course are:

- To understand the definitions of and differences among several types of student writing, such as literature reviews, class essays and comprehensive examination responses;
- To learn specific practices and techniques associated with good academic writing;
- To increase understanding of how to generate thesis statements, create good search terms and conduct online library research;
- To develop an ability to read and evaluate peer-reviewed journal and/or research articles critically and to grasp their major premises;
- To create a logical outline based on readings that describes and develops the thesis statement;
- To complete short essays and other practice activities; and
- To develop and write a literature review that meets the detailed rubric shared with students.

Assignments, Grading and Due Dates
Please note that this course is supported by Desire 2 Learn (D2L), and all course materials excluding the texts will be found on D2L. This will include links to specific Internet resources.

When submitting papers, please use the digital drop box on D2L. Some assignments also require posting on a specific discussion board.

Ongoing Desire 2 Learn Discussions
You are expected to participate in the discussions posted on D2L. These will help us get to know each other and recreate some of the interaction we would normally get in the classroom. For that reason, your participation is required, though not graded. For each discussion, you should post at least one original message and two responses to other students.

Reading Assignments
Reading assignments for each week will be clearly listed under the Content tab in D2L. Readings should be completed prior to engaging in the online discussions or responding to the other assignments.

Short Essays
There are two short (300-word) essay assignments designed to evaluate your current writing skills. One is an open assignment with no assigned topic; the other will be written on an assigned topic. In addition there is a required rewrite on the second essay, based on instructor feedback.

Individual Assignments
There are two individual assignments: a grammar quiz and an online post-test related to an assigned video on avoiding plagiarism.
Small Group Assignment
There is one small group assignment, instructions for which will be found on D2L.

Literature Review
Each student will identify, read and analyze appropriate research articles to write an eight- to 10-page literature review on a topic in human relations study. Further instructions will be available on D2L.

Literature Review Benchmarks
In order to help you stay on a targeted timeline for your literature review, benchmarks have been defined. (See below.) You will complete each and upload into the D2L Dropbox by the required due date.

Instructional Strategies
Students will use written materials, small group discussions and projects, and practice activities.

Assignment Due Dates
The course is organized into four modules and within each module by week. You should work your way through the modules sequentially, completing all activities as given for each week by the assigned dates.

Please refer to the “Course Schedule and Assignment Due Dates” under the Content tab in D2L for a detailed listing of all course content and dates.

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<thead>
<tr>
<th>Assignment</th>
<th>Points Value</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>Short Essay One</td>
<td>10</td>
<td>9/22</td>
</tr>
<tr>
<td>Small Group Quiz One: Model Lit Review</td>
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<td>10/6</td>
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<tr>
<td>Lit Review Benchmark: Topic</td>
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<td>10/13</td>
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<tr>
<td>Lit Review Benchmark: Thesis &amp; Worksheet</td>
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<tr>
<td>Short Essay Two</td>
<td>15</td>
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<tr>
<td>Small Group Quiz Two: Themes in Model Lit Review</td>
<td>5</td>
<td>10/27</td>
</tr>
<tr>
<td>Small Group Quiz Three: Reverse Outline</td>
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<td>11/3</td>
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<tr>
<td>Small Group Quiz Four: Chapter 8 Activities</td>
<td>5</td>
<td>11/10</td>
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<tr>
<td>Lit Review Benchmark: Outline</td>
<td>5</td>
<td>11/10</td>
</tr>
<tr>
<td>Short Essay Two Rewrite</td>
<td>15</td>
<td>11/10</td>
</tr>
<tr>
<td>Small Group Quiz Five: APA Basics</td>
<td>5</td>
<td>11/24</td>
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<tr>
<td>Lit Review Benchmark: Article List</td>
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<td>11/24</td>
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<td>Individual Assignment: Plagiarism Certificate</td>
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<tr>
<td>Small Group Quiz Six: Avoiding Plagiarism</td>
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</tr>
<tr>
<td>Literature Review</td>
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<td>12/15</td>
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Grading:
This is a letter-graded course: A, B, C, D, or F. Grades will be determined as follows:

- **A** = 90% - 100% (135 – 150 points)
- **B** = 80% - 89% (120 – 134 points)
- **C** = 70% - 79% (105 – 119 points)
- **D** = 60% - 69% (90 – 104 points)
- **F** = below 60% (89 or fewer points)

Due Dates:

Policy for Late Work:
Please contact the professor regarding his/her policy for late work.

Attendance Policy:
In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone **before** the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed.

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: [http://webapps.ou.edu/it/](http://webapps.ou.edu/it/) or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Online Learning Information webpage and click on the applicable semester link under “Online Course Evaluation” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

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.

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
Anita S. Fream, M.A.

Education
- M.A. in Human Relations/Professional Psychology, University of Oklahoma
- B.A. in English/History, Oklahoma Baptist University

Current Positions
- Advanced Programs Professor since 1980
- Chief Executive Officer, Planned Parenthood of Central Oklahoma
- Adjunct Assistant Professor of Human Relations at the University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5063 Strategies for Social Change
- HR 5003 Theoretical Foundations of Human Relations

Major Areas of Teaching and Research Interest
- Community organization and social change
- Prevention and wellness
- Mental health issues, especially related to children
- Leadership and management in organizations
- Individual, group and family therapy

Representative Publications and Presentations
- The Past Is Prologue: An Auto ethnographic Account of Recurring Themes in Social Norms around Acceptable Female Sexual Expression and Contraceptive Use. Manuscript submitted for publication
- Case Study: An Attempted Hospital Joint Venture in Enid, OK
- A Framework for Community Mobilization
- OU Advanced Training Curriculum for Residential Child Care Workers
- Staging a Summit
- Managing Aggressive Behavior

Representative Honors and Awards Received
- Organizational recipient of 2013 national Affiliate Excellence Award in Marketing and Advertising for Teen Pregnancy Prevention initiative in Oklahoma County
- Member, National Advisory Board for Merger Watch, a national organization monitoring the impact of hospital acquisitions, mergers and joint ventures on the quality of women’s health services
- Member, Board of Directors, Oklahoma County Health Alliance for the Uninsured
- Selected as one of 34 participants nationwide in First National Leadership Institute in Adult and Continuing Education, The University of Georgia
- Member for four years of Oklahoma Council on Juvenile Justice, a 50-member advisory body to the state legislature; Served two years as Chair, Mental Health Committee