The University of Oklahoma
College of Continuing Education
Advanced Programs – Course Syllabus

Course Title:
Substance Abuse in the Workplace

Course Number:
HR 5970-423

Course Description:
This course is designed to familiarize the student with Substance Abuse and how it can affect the workplace as an independent study directed reading. Effective education, prevention and intervention programs can make benefits a reality. This course will provide a synthesis of prevention/intervention efforts, research, and methodology targeting today’s most pressing social problem of addiction.

Course Dates:

January 2 – April 30, 2015
Last day to enroll or drop without penalty: January 2, 2015

Site Director:
Please see your local Site Director or e-mail Carolyn Taylor at cataylor@ou.edu

Professor Contact Information:

Course Professor: Dr. Katie Barwick-Snell
Mailing Address: Department of Human Relations
601 Elm Avenue, PHSC 728
Norman, OK 73019
Telephone Number: (405) 325-1756
E-mail Address: katie@ou.edu
Virtual Office Hours: Friday 10 a.m. – 8 p.m.
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

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 www.oklahoma.bkstr.com 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 4p.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.


9. Materials posted on the OU Desire to Learn (D2L) system: A drop box in Learn will be open for you to drop your papers in as they are finished. The discussion board on Learn will be open so all in the class can view your presentation. Access D2L at http://learn.ou.edu; enter your OU NetID (4+4) 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.

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:
- Learn about substance abuse, drugs and alcohol abuse in the workplace.
- Learn about the strengths, similarities and differences between individuals and families of addicted workers.
- Learn the role that history plays in the development of values, beliefs, religion, and behavior in individuals and families from adverse background that are dealing with addicted workers.
- Develop an understanding of the role that parents and the community play in an addicted youth’s life.

Assignments, Grading, and Due Dates:

Papers
Write a detailed critique of (4) four of the books (your choice-others accepted if they are academic in nature possible suggestions are on the list provided). It should include a thorough summary of the book. Identify and discuss the book's strengths and weaknesses. What should the author have covered that he or she did not and why? In what way did this book touch you or change your perspective? In what way do you see applying the knowledge you have gained from reading this book to your future work as a Human Relations practitioner with families? Use APA and critique papers should be at least 5 pages and no longer than 8 pages each.
**PowerPoint Briefing**

Prepare a briefing (PowerPoint) that could be presented to coworkers families that explains what you have learned about the issue. Include a slide about the role that history plays in the development of values, beliefs, religion, and behavior in individuals from adverse background that are dealing with addicted workers. Include a slide or two about the understanding of the role that the workplace and the community play in an addicted worker’s life. Put your presentation on the discussion board on Learn or send it to the instructor on a zip drive arriving by the due date. If you do not have access to the internet you may do another paper. In this presentation include effective prevention and intervention programs that the workplace can do. This presentation should provide a synthesis of prevention/intervention efforts, research, and methodology targeting today's most pressing social problems that effect families and the workplace. Use APA and the PowerPoint should include reference slides. Audio and video links can be included.

**Due Dates:**
Papers one through four and the presentation are all due by April 30, 2015

**Grading:**
This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better. It is expected that to earn a grade of Satisfactory that a score of at least 80% will be achieved. The course grade will be comprised of the following:

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<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tr>
<td>Paper #1</td>
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<td>Paper #2</td>
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<td>Paper #3</td>
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<td>Paper # 4</td>
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<tr>
<td>Presentation(briefing)</td>
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**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.

**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).
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
Katherine Barwick-Snell, Ed.D.

Education
- 1995  Ed.D., Occupational and Adult Education, Oklahoma State University
- 1981  MS, University of Oklahoma
- 1977  BS, Mississippi State University

Current Positions
- Advanced Programs Professor since 1993
- Assistant Professor of Human Relations, University College and the College of Liberal Studies, University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5093  Introduction to Graduate Studies in Human Relations
- HR 5013  Current Problems in Human Relations

Major Areas of Teaching and Research Interest
- Academic Advisor for the New HR Undergraduate program;
- Working with Adult Students;
- Social Support of Returning Students;
- Curriculum Development;
- Gender Issues;
- Human Development

Representative Publications and Presentations
- Current research papers in progress:
  - Other Mothering- Chapter in Academic Feminist Journal
  - Murrah Memories- Perspectives on Mississippi Integration 1973-74

Representative Honors and Awards Received
- College of Arts and Sciences Academic Advising Award 2009
- OU Athletic Dept. “Teacher That Inspires” Award, 2004
- WHO Foundation grant recipient 2003
- College of Liberal Studies Faculty Award-2000
- College of A & S Instructional Technology Awards-Online course development
- Phi Kappa Phi, National Honorary, Officer
- Delta Kappa Gamma Research Scholarship-Doctoral research OSU
- Omicron Nu Home Economics Honor Society
- Pi Gamma Mu Social Science Honors Society
- Omicron Delta Kappa Honor Society
- Wilena Ratcliff Scholarship-MSU
Major Professional Affiliations

- National Academic Advising Association
- Delta Kappa Gamma
- American University Women
- American Association for Adult and Continuing Education
- American Home Economics Association
- Oklahoma Federation of Home Economics
- Adult Education Research Council (AERC)
- Phi Kappa Phi