Course Title: Graduate Research and Writing for Human Relations

Course Number: HR 5113-492

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: January 2 – April 30, 2015
Last day to enroll or drop without penalty: December 4, 2014

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 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.

3. Materials posted on the OU Desire to Learn (D2L) system: 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: 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, annotated bibliographies, 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 extensive readings that fully 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.

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.

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 Benchmarks

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

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.

Instructional Strategies:

Students will use written materials; small group discussions and projects; and practice activities.

Course Format and Due Dates:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignment</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module One: Writing for Human Relations</td>
<td>Short Essay One</td>
<td>10 points</td>
<td>Jan. 16</td>
</tr>
<tr>
<td>Module Two: Preparing to Write the Literature Review</td>
<td>Short Essay Two</td>
<td>10 points</td>
<td>Jan. 30</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Personal Brainstorm</td>
<td>5 points</td>
<td>Jan. 30</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Topic</td>
<td>5 points</td>
<td>Feb. 13</td>
</tr>
<tr>
<td></td>
<td>Short Essay Two Resubmission</td>
<td>5 points</td>
<td>Feb. 13</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Thesis &amp; Worksheet</td>
<td>5 points</td>
<td>Feb. 20</td>
</tr>
<tr>
<td>Module Three: Supporting the Thesis with Credible, Relevant Sources</td>
<td>Small Group: Reverse Outline</td>
<td>5 points</td>
<td>Mar. 6</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Article List</td>
<td>5 points</td>
<td>Mar. 6</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Outline</td>
<td>5 points</td>
<td>Mar. 13</td>
</tr>
<tr>
<td>Module Four: Drafting and Refining the Paper</td>
<td>Assignment One (grammar)</td>
<td>10 points</td>
<td>Mar. 20</td>
</tr>
<tr>
<td></td>
<td>Benchmark: Annotated Bibliography</td>
<td>25 points</td>
<td>Apr. 3</td>
</tr>
<tr>
<td></td>
<td>Assignment Two (plagiarism)</td>
<td>5 points</td>
<td>Apr. 10</td>
</tr>
<tr>
<td></td>
<td>Benchmark: First Page</td>
<td>5 points</td>
<td>Apr. 10</td>
</tr>
<tr>
<td></td>
<td>Literature Review</td>
<td>100 points</td>
<td>Apr. 24</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>N/A</td>
<td>200 points</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Grading:

This is a letter-graded course: A, B, C, D, or F. Grades will be determined as follows:

- **A** = 90% -100% (180 – 200 points)
- **B** = 80% - 89% (160 – 179 points)
- **C** = 70% - 79% (140 – 159 points)
- **D** = 60% - 69% (120 – 139 points)
- **F** = below 60% (119 or fewer points)

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.

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/ 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.
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 Autoethnographic 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 fifty-member advisory body to the state legislature; Served two years as Chair, Mental Health Committee