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

Course Title:  
Research in Human Relations

Course Number:  
HR 5023-494

Course Description:  
During this course, we will attempt to survey the topic of research and its role in the social sciences. Many times in research involving human subjects, exact answers cannot be obtained and the researcher must draw conclusions by inference; thus, the use of statistical analysis becomes extremely important. The quantitative portion of this course will be an introduction to elementary statistics such as central tendencies, standard deviation, variance, correlation coefficients, regression analysis, z scores, student t tests, Chi square, One Way ANOVA, hypothesis testing to include among other tests the testing of the difference in population means and population proportions, and developing confidence intervals for estimating population means and proportions. Although much calculating will be involved, the primary thrust will be, hopefully, toward the understanding of the use of the statistical values obtained and their meanings in research endeavors. Before beginning the discussion on statistics, the basic research methods used in behavioral research will be discussed. These methods will include, but not be limited to, historical, survey, observation, questionnaire, simulation, content analysis and experimental approaches to Human Relations.

Course 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: Eddie Carol Smith, Ph.D.  
Mailing Address: 1000 Asp Avenue, Room 212  
University of Oklahoma  
Norman, Oklahoma 73072  
Telephone Number: (405) 329-2942  
E-mail Address: ecsmith@ou.edu  
Virtual Office Hours: 0900 to 1030 (Norman time) and 1900 to 2100 (Norman time) Monday through Friday except when having a non-virtual meeting. Other non-set hours Monday through Friday when contacted by students. Numerous but non-set hours Saturday and Sunday when contacted by students.  
Professor availability: The professor will be available via e-mail 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.brkstr.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 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.


   or


   or


3. Calculator: Every student should (must) have or have access to a TI-84 Plus Calculator. An emulator of the TI-84 Plus can be downloaded from the internet to a computer. The URL for the site is http://wabbit.codeplex.com. It can also be downloaded to a tablet or smart phone from Google Play. There is no cost for the download to an android device or computer.

4. 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.

Optional Text:


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 goals or overview:

The goals of this course are for students to develop an understanding of research methodologies and the research protocols used when humans are the subjects of research as well as developing an understanding of the use and power of statistics as a tool in research.
Course Objectives:

When a student completes this course, the student should:

1. understand the importance of research and its contribution to the field of Human Relations in particular and society in general;
2. develop an understanding of the various research methods and an appreciation of how some of them might be used in the area of Human Relations;
3. attain an appreciation of elementary statistical methods;
4. begin to use these statistical methods without anxiety and with a degree of confidence; and
5. have developed more sensitivity toward the ethical considerations in research.

Course Format:

This is an online course that uses Desire2Learn (D2L) as the delivery agent. Students have the opportunity to and indeed are encouraged to interact with each other and the instructor on all homework assignments. This interaction occurs via the discussion section in D2L. All assignments and the examination are posted electronically in the appropriate D2L dropbox. Students then receive feedback on each assignment electronically through D2L.

Assignments, Grading, and Due Dates:

This course will be divided into two distinct sections:

1. how to design research endeavors that use humans as subjects; and
2. how to treat/analyze the data obtained from the research endeavor.

Grading:

This is a letter-graded course: A, B, C, D, or F. The course will not be curved. In order to earn an A the student must earn at least 90% or 540 points, etc.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates</th>
<th>Points</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten homework assignments each value at 10 points</td>
<td>1/17; 1/24; 1/31; 2/7; 2/14; 2/21; 3/28; 4/4; 4/11; 4/18</td>
<td>150</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm examination</td>
<td>February 28, 2015</td>
<td>150</td>
<td>25%</td>
</tr>
<tr>
<td>Three library assignments with the first worth 20 points, the second 30 points and the third 50</td>
<td>What follows is the maximum page length and due date for each assignment: (1 page; 3/5); (2 pages; 4/22); and (3 pages; 4/30)</td>
<td>100</td>
<td>17%</td>
</tr>
<tr>
<td>Final examination</td>
<td>April 25, 2015</td>
<td>200</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>n/a</td>
<td>600</td>
<td>100%</td>
</tr>
<tr>
<td>Five Extra Credit Pop Quizzes</td>
<td>Pop Quizzes so dates are not pre-announced</td>
<td>Up to 10 points for each quiz</td>
<td>N/A</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>May 2, 2015</td>
<td>Up to 80 points</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

Policy for Late Work:

With the exception of one homework assignment late posting of assignments will not be graded and, thus, will earn a grade of zero (0).
Attendance Policy:

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, or e-mail, 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.
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
Eddie Carol Smith, Ph.D.

Education
• 1959 BS in Chemistry, University of Kentucky
• 1963 Ph.D. in Biochemistry, Iowa State University

Current Positions
• Advanced Programs Professor since 1987
• Regents’ Professor, University of Oklahoma
• David Ross Boyd Professor of Chemistry and Biochemistry, University of Oklahoma
• Vice President for Research Emeritus/Graduate Dean Emeritus, University of Oklahoma

Frequently Taught Advanced Programs Courses
   HR 5023 Research in Human Relations

Major Professional Affiliations
• American Chemical Society
• American Society for Biochemistry and Molecular Biology

Representative Honors and Awards Received
• Selected by students in their first year of awards as the Outstanding Faculty Member for the College of Arts and Sciences
• David Ross Boyd Professor, based on teaching and advising students
• Inducted into the Oklahoma Higher Education Hall of Fame