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

Course Title:
Helping Relationships

Course Number:
HR 5110-115

Course Description:
This course provides an overview of theory and practice regarding the act of helping or assisting humans deal with their life situations. This course is designed to assist the students in two important areas necessary to become an effective helper, (1) understanding of one’s self and (2) understanding of human behavior. Additionally this course is designed to provide the following information: (1) description and discussion of the nature and goals of helping; (2) description and discussion of the helping process; (3) description and discussion of skills needed to become an effective helper and (4) description and discussion of ethical issues in helping.

Class Dates, Location and Hours:

Dates: September 9-11 & 16-18, 2011
Location: OCCE, Norman, Oklahoma. Registration located in the Thurman White Forum Building of OCCE, 1704 Asp Avenue
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: August 11, 2011

Site Director:
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:

Course Professor: Willie V. Bryan, Ed.D.
Mailing Address: 1141 N. Windemere Dr.
Oklahoma City, OK  73117
Telephone Number: (405) 424-2161
E-mail Address: williebryan@cox.net

Professor availability:
The professor will be available via e-mail to students 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 Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


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.

**Course Objectives:**
- To assist the students with regard to understanding their views of human nature.
- To assist the students with regard to understanding their views of human behavior.
- To assist the students with regard to understanding some of the motivation associated with certain behaviors.
- To assist the students with regard to understanding the helping process.
- To assist the students with regard to understanding ethical standards of helping.
- To assist the students with regard to understanding some of the theoretical foundations of some helping techniques.

**Learning Outcomes:**
At the conclusion of this course students will be able to:
- Articulate their views of human psychological development.
- Articulate some of the motivating factors which impact human behavior.
- Articulate what constitutes an effective helping relationship.
- Articulate ethical standards with regard to assisting clients/patients.

**Instructional Methods:**
Lecture, Class discussion, case studies, group work and videos

**Assignments, Grading and Due Dates:**
Students must read the required text books before first class session.

Three short papers are required. Each paper must be a minimum of six (6) double spaced typewritten pages in length (title and reference pages do not count as part of the eight pages). Also two of the three papers must have a minimum of five (5) references (newspapers and magazines are acceptable). Use APA format in listing references.

Continuing with the requirements for the papers; the first paper, which is due at the first class period and is worth twenty (20) percent of the final grade, must discuss the most effective helping relationship (formal or informal) you have experienced. This relationship need not have been with a therapist. Discussion must reference the experience to some of the concepts and ideas discussed in Bryan’s book, *The Professional Helper*. This paper does not have to have references other than the book, *The Professional Helper*. The second paper, which is due no later than the last class period and is worth twenty (20) percent of the final grade, must relate to helping persons with disabilities adjust to their life situations. This paper must have a minimum of five (5) references. The text books, *In Search of Freedom* and *Multicultural Aspects of Disabilities* should be used and will count toward the five references.
The third paper, which is due no later than one week after the end of the class and is worth twenty (20) percent of the final grade, must relate to assisting an ethnic/racial minority person deal with some social, and/or health and/or economic issues. This paper requires five (5) references and the books; *In Search of Freedom* and *Multicultural Aspects of Disabilities* can be used as references. A class project worth twenty (20) percent of the final grade is also required. Details of the class project will be discussed in the first class session.

Attendance: Attendance and participation are mandatory. Ten (10) percent of the grade is based on attendance and ten (10) percent is based on participation.

**Grading:**

This is a letter graded course: A, B, C, D, or F. 90-100=A; 80-89=B; 70-79=C; 60-69=D; Below 60=F

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Dates</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper # 1</td>
<td>First class session</td>
<td>20%</td>
</tr>
<tr>
<td>Paper #2</td>
<td>Last class session</td>
<td>20%</td>
</tr>
<tr>
<td>Paper #3</td>
<td>One week after end of class</td>
<td>20%</td>
</tr>
<tr>
<td>Class Project</td>
<td>During class sessions</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance</td>
<td>Each class</td>
<td>10%</td>
</tr>
<tr>
<td>Participation</td>
<td>Each class</td>
<td>10%</td>
</tr>
</tbody>
</table>

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.
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. 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 Honesty
Honesty is a fundamental precept in all academic activities and ... [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism,
- falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement
The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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.

Copyright
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

WILLIE V. BRYAN, Ed.D.

Education

- 1973 Ed.D., Counseling, University of Oklahoma, Norman, OK
- 1972 M Ed, Counseling, University of Oklahoma, Norman, OK
- 1968 MS., Psychology, Oklahoma State University, Stillwater, OK
- 1966 BA, Education, Central State College, Edmond, OK

Current Positions

- Advanced Programs Professor since 1995
- Professor Emeritus
- Professor Emeritus, College of Liberal Studies, University of Oklahoma

Previous Positions:

- Vice Provost for Educational Services, University of Oklahoma Health Sciences Center
- Registrar, University of Oklahoma Health Sciences Center
- Director of Academic Scholars, Health Sciences Center
- Director of Honors Program, Health Sciences Center
- Associate Professor, College of Public Health, Department of Health Promotion Sciences, University of Oklahoma Health Sciences Center
- Adjunct Professor, Human Relations, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5100 Psychosocial Aspects of Disability
- HR 5100 Family Counseling
- HR 5110 Helping Relationships

Representative Publications and Presentations


Representative Honors and Awards Received

- Superior Teaching Award-College of Liberal Studies-University of Oklahoma, 2009
- Rufus G. Hall Faculty Award-College of Liberal Studies-University of Oklahoma, 2008
- Oklahoma City Public School Community Involvement Award, 1996
- Dr. Willie V. Bryan Service Award - 1994
- Book Award, President’s Committee on the Employment of the Handicapped, 1985
- Special Honors Award, University of Oklahoma Association of Black Personnel, Black Peoples Union and Black Student Services, 1984
- Honorary Membership, Golden Key National Honor Society, 1982
Major Professional Affiliations

- American Lung Association, 1994 (Trustee)
- American Public Health Association, 1992
- Oklahoma Public Health Association, 1992
- Golden Key National Honor Society, Honorary Member, 1983 to Present
- American Association of Collegiate Registrars and Admissions Officers, 1979
- Oklahoma College Personnel Association, 1979
- The University of Oklahoma Black Faculty and Staff, 1972 to present
- National Rehabilitation Association, 1975