Course Title:
Theoretical Foundation of Human Relations

Course Number:
HR 5003-490

Course Description:
This course is designed to expose students to fundamental theories upon which practice in human relations is based, and to facilitate a greater understanding in how these theories can be applied by the human relations professional. A wide range of theories are studied relating to personality, social and organizational issues. Personality theory and conceptual approaches in psychotherapy are featured, as well as studies applications of organizational theory in the world of work.

Course Dates:
September 1-December 31, 2011
Last day to enroll or drop without penalty: August 3, 2011

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: Dr. Susan Marcus-Mendoza
Mailing Address: University of Oklahoma
Physical Sciences Building, Room 727
601 Elm Ave
Norman, OK 73019
Telephone Number: (405) 325-1756
Fax Number: 405-325-4402
E-mail Address: smmendoza@ou.edu
Virtual Office Hours: Contact your professor for this information.
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 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 bundled price for the Corey text and CD-ROMs through the bookstore is a savings over buying these three items separately so please compare prices before you buy.
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 fundamental principles of various theoretical orientations that form the foundation of human relations practice;
- learn specific practices and techniques associated with theoretical orientations, in order to enhance intervention strategies, whether in organizations, a counseling environment or other settings;
- develop the student’s own preferred theoretical orientation and to increase understanding on how one’s theoretical orientation may affect behavior, perspectives, biases, and value systems when interacting with other people or in a group situation;
- develop further self-awareness about identity related to race, ethnicity, gender, and sexual orientation, and recognize their salience in human relations practice;
- develop critical thinking in relation to theories, especially regarding the role of theory in guiding ethical behavior in the practice of human relations;

Assignments, Grading, and Due Dates:

Theory Paper:
In the first part of this course, you will study many different counseling theories. You will also learn that many therapists are eclectic, using parts of several theories as they work with clients. However, eclecticism can be dangerous if it is just an excuse for being a jack of all trades and master of none. Build your own model of counseling, explaining your choices. Select at least three theories to include in your model. The model should include a basic philosophy, discussion of how you view the therapeutic relationship, how you would define therapeutic goals, and which techniques you would use and why. Discuss the limitations of your model in multicultural counseling. All theories you choose should contribute to some part of the discussion but need not be part of each section. For instance, you might use one theory as the basis of defining therapeutic relationships and two other theories for choosing goals and techniques. Make sure that you explain each of your choices and that your essay reflects an understanding of each theory you choose. Your paper should be 1250 to 1750 words, typed, double spaced, 12 point font and in APA format. You should not use other resources for this paper than the course materials.

Final Paper:
Write a 1500 to 2000 word paper on one of the following topics. You must use at least 5 other scholarly sources (books or journal articles) besides your texts and the biography/primary source you have chosen for options 1, 2, and 6. Outside resources are optional for options 3, 4 or 5. Your paper should be typed, double spaced, 12 point font, and in APA format. You must choose your book and have it approved by me no later than November 1. I will post lists of suggested texts on the D2L site.
1. Choose a biography or autobiography of a person doing work in an HR-related field. It can be in your career field or any other appropriate field. Write a research paper analyzing their work using the various organizational concepts we are studying such as leadership, teamwork, organizational change, or organizational behavior.

2. Read a book about one of the areas that we have studied that gives different perspective on the subject. For instance, you could read a book about women’s styles of leadership, or counseling from a different perspective than the ones we have studied. Write a paper that briefly summarizes the theory, compare/contrast with some of the theories we have studied, and tell how it can be applied.

3. Read a book that applies a certain counseling theory to a particular disorder or population. Write a paper about the utility of the therapy with this disorder.

4. Read a biography or autobiography about a theorist we have studied. Discuss how life experiences shaped their theory.

5. Read a primary source by one of the theorist we have studied. Explain the theory in more depth, and described how it advanced theory or created an alternative view as a reaction to another paradigm.

6. Choose a challenge in the workplace such as work-life balance, globalization, or stress management. Explain the issues and challenges. Identify approaches that seem to be effective and ineffective in dealing with this issue. Highlight at least one company you think is doing a good job helping their employees manage this issue.

Corey text:
Each lesson is comprised of readings, watching videos, answering reflection questions and posting on discussion boards.

Kinicki text:
Each lesson is comprised of readings, quizzes, watching videos, and discussion boards.

Grading: This is a letter-graded course: A, B, C, D, or F.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Theory paper</td>
<td>Mid semester</td>
<td>20</td>
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<tr>
<td>Final paper</td>
<td>Late in semester</td>
<td>30</td>
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<tr>
<td>Quizzes</td>
<td>Second half of semester</td>
<td>10</td>
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<tr>
<td>Discussions</td>
<td>All semester</td>
<td>25</td>
</tr>
<tr>
<td>Video reflections</td>
<td>First half of semester</td>
<td>15</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.

Policy for Late Work:
Points will be deducted for late work unless excused due to military service, illness, jury duty, or other event with professor’s approval.

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 Distance Learning webpage, http://www.goou.ou.edu/distance_learn.html. Students should click on the applicable semester link under “Course Evaluations” 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.

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm

- If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

- Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

- If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

- After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
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.

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
SUSAN MARCUS-MENDOZA, PhD.

Education

• 1983 B.S in Psychology, University of Houston
• 1987 M.S. in Clinical/Community Psychology, Texas A&M
• 1988-89 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
• 1990 Ph.D. in Clinical/Community Psychology, Texas A&M

Current Positions

• Chair, Department of Human Relations
• Professor of Human Relations
• Professor of Women’s and Gender Studies
• Licensed Psychologist in Oklahoma
• Advanced Programs Professor since 1993

Frequently Taught Advanced Programs Courses

• HR 5463 Counseling Skills
• HR 5473 Women and Mental Health
• HR 5003 Theoretical Foundations of Human Relations
• HR 5013 Current Problems in Human Relations

Major Areas of Teaching and Research Interest

• Female inmates
• Prison programming

Representative Publications and Presentations


Major Professional Affiliations

• American Psychological Association
• Association of Women in Psychology