Course Title:
Special Topics/Seminar: Work, Life, Balance

Course Number:
HR 5970-422

Course Description:
With the increase in two-career couples, single working parents, and job demands, balancing work and the rest of our lives has become a serious challenge. This course will examine work/life balance from several perspectives: underlying values that promote unhealthy lifestyles, current issues for working adults, policies in the U.S. and other countries that address problems faced by families, and skills that can be used to promote healthy lifestyles.

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

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

Professor Contact Information:

Course Professor:         Dr. Susan Marcus-Mendoza
Mailing Address:          University of Oklahoma
                          Physical Sciences Building, Room 727
Telephone Number:         (405) 325-2258 direct line
                          (405) 325-1756 HR department line
FAX Number:               (405) 325-4402
E-mail Address:           smmendoza@ou.edu
Virtual Office Hours:     Please contact the professor.
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 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/](http://casweb.ou.edu/olr/) or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

**Course Objectives:**

1. Students will identify the sum of underlying values in our society that promote unhealthy behaviors.
2. Students will examine the challenges of and the possible solutions for work/life conflicts.
3. Students will also read about policies in the United States and other countries that address needs of families facing work/life conflicts.
4. Students will learn time management skills that can be utilized by working adults to help promote a healthy lifestyle

**Assignments, Grading, and Due Dates:**

This course has four written assignments. **All assignments are due no later than December 23, 2011.**

Assignment 1: Read “The high price of materialism.” This book examines the unhealthy psychological impact that materialism is having on the U.S. population and suggests some strategies for changing the values at the personal, family, and societal level. It is a short, very readable book. Clearly, materialism is not the only reason for work/life conflict, but I think it certainly is a large part of it for some families. Write a paper summarizing the major points of Kasser’s research and perspective. Do you agree with his perspective? Reflect on how this is impacting (or not impacting) your life and the lives of your friends and family. 1250-1500 words.

Assignment 2: Read “Breaking the mold: Redesigning work for productive and satisfying lives.” This is also a short, readable book. Summarize Bailyn’s major points: cultural assumptions underlying the issues, organizational and individual constraints, and family as a complicating factor for organizations. What solutions does Bailyn propose? Do her ideas work for the families in the case studies? Do you think they would work for you or others that you know? Why or why not? 1250-1500 words.

Assignment 3: Read “Families that work: Policies for reconciling parenthood and employment”. This book offers a comprehensive review of the policies in the U.S., Europe, and Canada that address family issues, and proposes needed policy for the United States. Write a paper analyzing how well current U.S. policies meet the needs of families. Include a summary of the major issues, how well they are addressed in this country, the authors’ proposed solutions, and your ideas on which policies in other countries the U.S. should consider adopting. 1250-1500 words.
Assignment 4: Read “Time management from the inside out.” This is one book that offers some skills but certainly not the only book that would be helpful. You should look for others that might help you or others in your workplace. For this assignment, read the book and try some of the strategies, if you can. How do these strategies work for you? Do you think they would work for your family? If you were a supervisor in the workplace, which of these skills might you implement? What other skills are needed in the home or in the workplace to address work/family conflict? What policies or practices (that you learned about in the other texts) might you adopt in your workplace to help working parents? These questions do not have to be addressed in this order. 1250-1500 words.

Writing instructions: Your name, student ID number, and email address should appear on each assignment. Use headings to organize your paper and to ensure that each section of the assignment has been addressed. All papers should be typed, double spaced, and saved as either Word 2003 (.doc), Word Perfect (.wpd) or Rich Text Format (.rtf) document (if you are sending by email). Please use APA format for references, in-text citations, and paper format. Also, please be sure to include your ideas in all papers as required. To be an HR professional, you must know how to formulate and express your ideas for change. Please let me know if you have any questions while you are working on your papers.

Grading: This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

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/ or contacting them by telephone at: (405) 325-HELP (4357).

Important information you should know about online courses:
- To sign on to Desire2Learn (D2L), go to www.learn.ou.edu and 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 on the right-hand side 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. Courses dropped after the add/drop date may result in a penalty.
- 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
- 1988-1989 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