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

Course Title:  
Introduction to Graduate Studies in Human Relations

Course Number:  
HR 5093-103

Course Description:  
This course is designed to introduce students to graduate study in the field of human relations. Students will be introduced to concepts underlying human relations and to the field as a whole. The application of human relations theories and concepts to personal growth and development will be explored. Specifically, students will be exposed to the following:

- historical perspective of the human relations field;
- human relations as a field of inquiry;
- examination of the interdisciplinary nature of human relations;
- ethical issues and value dilemmas in human relations practice; and
- expectation and requirements of successful graduate study.

Class Dates, Location and Hours:  
Dates: December 2-4 & 9-11, 2011  
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building, 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: November 3, 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: Jolene Ring  
Mailing Address: 2505 Halifax Way  
Norman, OK  73069  
Telephone Number: 405-329-4698  
Fax Number: 405-530-7252  
E-mail Address: jerdok@aol.com  
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:
Students will demonstrate communication competence, an understanding of graduate education standards, and the tools needed for graduate study. The objectives of this course will enable the student to:

- acquire knowledge of the interdisciplinary field of human relations by successfully completing all assigned online and textbook readings;
- demonstrate a clear understanding of personal qualities, values, and skills needed for the human relations professional to be an effective helper and change agent by correctly answering guiding questions;
- demonstrate self-awareness of personality type, communication skills, leadership style, conflict management ability, and behavior in groups by correctly answering guiding questions and completing;
- explore issues related to social justice, discrimination, diversity, and power in the organization, counseling, community development, and service provider setting by completing all assigned online and text-based readings; and
- demonstrate knowledge of the social norms that influence the human relations professional with emphasis on change models, systems theory, postmodern concepts, feminist theory, and social constructionism.

Assignments, Grading and Due Dates:
All essays submitted will apply APA manual writing style.

1. 7-10 page critique on Harris, Maloney and Rother text. Address the ideas which are valuable/not valuable to you and the ideas the text prompted you to think about further. This is not a book review but a critical review of how you read and understand the issues presented in the text. 30 points - Due 1st day of class.

2. Select one topic from the following: change models, systems theory, postmodern concepts, feminist theory, social constructionism. Write a 5 page paper on that subject. References must include references other than just the text. 30 points - Due 2nd day of class.

3. There will be group activities/assignments in the class in which the student will be expected to participate. 20 points

4. Final grade will be a paper written in class. The paper will present an ethical dilemma and the student will address the issue utilizing information from class discussions and information presented in written materials from the class. 20 points - Completed the last day of class.

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

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

Jolene Ring, M.Ed.

Education

1980 Master’s in Guidance and Counseling Psychology, University of Oklahoma

Current Positions

- Advanced Programs Professor since 1990
- Executive Director of Professional Behavioral Health Services, L.L.C., Norman, OK
- Adjunct Assistant Professor, Department of Human Relations, University of Oklahoma, Norman, OK

Frequently Taught Advanced Programs Courses

- HR 5100 Counseling with Children
- HR 5153 Human Emotions
- HR 5083 Seminar in Group Dynamics
- HR 5113 Child Abuse and Neglect
- HR 5113 Anxiety Disorders
- HR 5113 Sexual Abuse
- HR 5113 Play Therapy
- HR 5100 Group Counseling

Major Areas of Teaching and Research Interest

- Therapeutic Issues with Children
- Attachment
- Clinical Interventions

Major Professional Affiliations

- American Business Women’s Association
- Association of Play Therapy