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

Course Title:
Introduction to Graduate Studies in Human Relations

Course Number:
HR 5093-491

Course Description:
This course provides an introduction to and survey of the program of graduate studies in human relations. It is designed to familiarize students with the standards and expectations of multidisciplinary graduate coursework, particularly regarding writing standards and research methods. Additionally, it provides an awareness of the history, theoretical basis and career opportunities in human relations-oriented organizations.

Course Dates:
January 3-April 30, 2012
Last day to enroll or drop without penalty: December 5, 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: Anita Fream, M.A.
Mailing Address 620 Classen Boulevard
Norman, OK 73071
Telephone Number: 405/528-0221
Fax Number: 405/528-1517
E-mail Address: Anita.S.Fream-1@ou.edu Please give me 24-48 hours to respond to email.
Virtual Office Hours: By appointment
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.bksr.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@bksr.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.


3. 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.
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 Purpose:
The course introduces students to what is required of practitioners engaged in promoting change in individuals, families, small groups, communities and organizations. Students will gain practical knowledge of human interactions, diversity, change strategies, communication processes, service, the dynamics of groups and team-building, leadership skills and social justice issues.

Course Objectives:
At the conclusion of this course, students will be able to:
- explain major theoretical approaches to human relations
- define human relations as an art, science and a multidisciplinary field
- identify issues that impede or facilitate positive human relations
- describe historical foundations of human relations
- explain diversity as a foundation of social justice
- define the concept of a service orientation to the human relations profession
- apply the knowledge and skills gained in the program to possible career opportunities in human relations

Assignments, Grading, and Due Dates:
1. Appropriate Participation in Discussions. There are five online discussions that are an important part of this course. Participation is required. For each discussion thread, you will be expected to post at least one original message in response to the discussion question given by the instructor, and to respond to at least two of your classmates’ postings. In all discussions, we will respect one another’s views. Disrespectful dialogue is not allowed, e.g., personal attacks, insults or harassment.
2. Ethics Paper (60 points). Each student is to use *A Practical Companion to Ethics* to write a five-page paper using the following approach: Apply the information or theories presented in the book to a past or present professional situation involving an ethical challenge which you have observed or in which you have been involved. Outside research will be required for this assignment. This paper will be due halfway through the semester and should be submitted to the drop box in D2L. Detailed instructions and the calendar due date will be posted on Desire2Learn shortly before the semester begins.
3. Individual Assignments (15 points each). There will be three individual assignments that will cover information given in the instructor’s notes (posted on D2L) and in the texts, and will emphasize application or analysis of concepts. They will be submitted through Desire2Learn, and due dates for each assignment as well as submission instructions will be posted there shortly before the semester begins.
4. Small Group Assignments (15 points each). There will be three graded small group assignments, in which students will analyze a case study or answer an assigned question in small groups and reach consensus on written responses. They will be submitted through Desire2Learn on a separate discussion board so everyone can read them. Due dates for each assignment and submission instructions will be posted on D2L shortly before the semester begins.
5. **Personal Assessment Paper (50 points).** Students will write a five-page paper analyzing and describing their career goals as they relate to human services skills, requirements and challenges. Outside research is required for this assignment. This paper is due toward the end of the semester and should be submitted to the drop box in D2L. Detailed instructions and the calendar due date will be posted on Desire2Learn shortly before the semester begins.

**Instructional Strategies:**
Students will engage in learning through written materials, large and small group discussions and projects, case study analysis, and other experiential practice activities.

**Grading:**
This is a letter-graded course: A, B, C, D, or F. Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Paper</td>
<td>60 Points</td>
</tr>
<tr>
<td>Individual Assignments (3 at 15 points each)</td>
<td>45 Points</td>
</tr>
<tr>
<td>Small Group Assignments (3 at 15 points each)</td>
<td>45 Points</td>
</tr>
<tr>
<td>Personal Assessment Paper</td>
<td>50 Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>200 Points</td>
</tr>
</tbody>
</table>

Final grades will be assigned as:
- A. 90% -100% = 180-200 points
- B. 80% - 89% = 160-179 points
- C. 70% - 79% = 140-159 points
- D. 60% - 69% = 120-139 points
- F. below 60% = 119 points or below

Papers are graded according to the **quality** of content (75 percent), writing **style** and **grammar** (15 percent) and **adherence** to the assignment (10 percent). Small group assignments are graded according to the **overall production of the group** with room for slight variations--positive or negative--depending on obvious individual performance.

**Due Dates:** A complete schedule of all assignments and due dates will be found on D2L shortly before the class begins. Assignments are organized on a weekly schedule.

You are expected to proceed sequentially through the class, meeting the due dates indicated for the readings, discussions and written assignments. Alternate due dates may be negotiated *in advance* with the instructor if you have a schedule conflict.

If you will be unable to access the Internet for a significant time period, you must contact the instructor in advance to make arrangements to stay current with assignments, including small group activities.

**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.
**MHR Program Planner:**
Students should become familiar with the MHR Program Planner that was sent to each student upon admission into the program. The planner has a description of the HR program objectives and requirements, suggestions for graduate study, financial assistance and graduation information. Of particular interest is the information on the comprehensive exams and the internship. The Department of Human Relations website is [http://www.ou.edu/cas/hr](http://www.ou.edu/cas/hr)

**Policy for Late Work:**
Please contact professor for his/her late work policy.

**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/](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](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

ANITA S. FREAM, M.A.

Education

- 1976 M.A. in Human Relations/Professional Psychology, University of Oklahoma
- 1969 B.A. in English/History, Oklahoma Baptist University

Current Positions

- Advanced Programs Professor since 1980
- Chief Executive Officer, Planned Parenthood of Central Oklahoma
- Adjunct Assistant Professor of Human Relations at the University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5063 Strategies for Social Change
- HR 5183 Issues in Human Relations Training
- HR 5163 Non-verbal Behavior in Human Relations
- HR 5173 Applied Interpersonal Dynamics
- HR 5110 Helping Relationships

Major Areas of Teaching and Research Interest

- Community organization and social change
- Prevention and wellness
- Mental health issues, especially related to children
- Leadership and management in organizations
- Individual, group and family therapy

Representative Publications and Presentations

- Case Study: An Attempted Hospital Joint Venture in Enid, OK (in draft)
- A Framework for Community Mobilization
- OU Advanced Training Curriculum for Residential Child Care Workers
- Staging a Summit
- Managing Aggressive Behavior

Representative Honors and Awards Received

- Selected as one of 34 participants nationwide in First National Leadership Institute in Adult and Continuing Education, The University of Georgia
- Member for four years of Oklahoma Council on Juvenile Justice, a fifty-member advisory body to the state legislature
- Served two years as Chair, Mental Health Committee
- Member, National Advisory Board for Merger Watch, a national organization monitoring the impact of hospital acquisitions, mergers and joint ventures on the quality of women’s health services

Major Professional Affiliations

- Chair, Central Oklahoma Perinatal Coalition
- Board of Directors, AIDS Walk of Oklahoma City, Inc.