Course Title:
Introduction to Graduate Studies in Human Relations

Course Number:
HR 5093-106

Course Description:
This course provides a foundation for students in the Human Relations program. Students will explore Human Relations as an interdisciplinary applied social science, becoming familiar with its development, applications, and concepts through readings and films, reflection, discussion, and exercises. In addition, the scope and requirements of graduate work in general, and of the Human Relations Master’s program in particular, will be discussed.

Class Dates, Location and Hours:
- Dates: January 27-29 & February 3-5, 2012
- Location: 3281 Sheridan Road, Fort Sill, Oklahoma.
- Hours: Fri 5:30-9:00 p.m., Sat 9:00 a.m.-5:00 p.m.; Sun 12:00-4:00 p.m.
- Last day to enroll or drop without penalty: December 29, 2011

Site Director:
Tamara Sutteer. Assistant: Anita Bailey. Phone: 580-355-1974; Fax: 580-351-9674; E-mail: apftsill@ou.edu

Professor Contact Information:
- Course Professor: Kay Ham, MHR
  Mailing Address: 504 Clearview Dr.
  Norman, OK, 73072
  Telephone Number: (405) 503 – 6879 (cell)
  (405) 321- 6928 (home)
  E-mail Address: k.ham@ou.edu
- 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:**

By the completion of the course, the student should be able to:

1. display familiarity with the scope of human relations practice;
2. understand the contribution of various disciplines to the study of human relations;
3. appreciate the importance of understanding diverse world views and practices; and
4. demonstrate awareness of research and writing skills required for graduate study in human relations.

**Assignments, Grading and Due Dates:**

1. Before you begin your written assignments, carefully read the following sections in the *APA Manual*: Chapter 3 (Writing Clearly and Concisely,) 4 (The Mechanics of Style,) and 6 (Crediting Sources.) You are responsible for following all guidelines on these pages. To be acceptable, all written work must be grammatically correct. Be sure to proofread and edit your papers carefully before handing them in as approximately 30 percent of each paper’s value is based upon the way the ideas are presented.

2. Consider the various social and cultural factors which you feel have affected the formation of the person you are today, and briefly discuss the ways in which they have influenced you. Consider, at least, race, ethnicity, gender, where you grew up, religion, social status, economic status, and family educational values; add any other factors which you feel were significant. In a paper of approximately three or four pages, assess the influence of these factors on your current lifestyle, attitudes, and goals. **Due at first class session. Value: 15%**

3. The books by Weston, Nichols, and Nair address certain basic aspects of Human Relations (thinking and attitudes, communication, and character). Select several parts of each which you find particularly relevant to your development as a practitioner of effective human relations, and discuss their significance to you. Be sure to identify clearly each part you choose (by chapter, or page number, or general topic, whichever is most appropriate). This paper is to be five to seven pages long. **Due at first class session. Value: 20%**

4. Read a novel or memoir that describes growing up in a culture quite different from your own. (It should take place in the 20th or early 21st century.) Be prepared to discuss your book in class. (You have free choice on this book, but you may e-mail the professor for suggestions.) **Due: second weekend, first class. Value: 15%**

5. There will be a brief review on the second Friday of topics covered during the first weekend. Value: 20%

6. Post Seminar Assignment: Examine the human relations issues raised by Ehrenreich’s experience. Then, discuss at least two approaches to change which might improve the general situation of the individuals she describes and how each approach is consistent with human relations principles and values. Your paper should be five to seven pages in length. **Due: 10 days after the last class session. Value: 30%**
7. Attendance and participation: Full attendance and participation are required. You are expected to arrive on time for all class sessions and to stay for the full time. Certain absences, such as for deployment or illness, are excused and an opportunity to make up the class content is given. Please discuss any such absences with the professor as soon as possible. Absences related to work or social activities are normally not excused. More than three hours (or portions of hours) of unexcused absence will result in a loss of three percentage points per additional hour (or portion thereof) missed.

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

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<tr>
<td>Assignment 2 (formative influences)</td>
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<td>Assignment 3 (on texts)</td>
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<td>Assignment 4 (discussion of free-choice book)</td>
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<tr>
<td>Review (1st weekend topics)</td>
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<tr>
<td>Post Seminar Assignment</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.
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
Kay Ham, MHR

Education
- Master of Human Relations University of Oklahoma
- Bachelor of Education University of Oklahoma

Current Positions
Adjunct Faculty, Department of Human Relations and College of Liberal Studies

Frequently Taught Advanced Programs Courses
- Conflict Resolution
- Organizational Behavior
- Organizational Change and Development
- Creative Problem Solving

Major Areas of Teaching and Research Interest
- Use of dialogue in conflict resolution
- Forgiveness and reconciliation
- Human interaction in organizations
- Effects of stress in organizations

Major Professional Affiliations
- Association for Conflict Resolution
- Association for Training and Development
- Oklahoma Association of Mediators and Arbitrators
- Society for Human Resource Management
- National Issues Forums