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

Course Title:
Assessment and Evaluation in Human Relations

Course Number:
HR 5493-101

Course Description:
The course will provide an overview of assessment and evaluation methods that are applied in individual, group, and organizational aspects of human relations. Theoretical foundations and practical applications will be the focus of classroom discussion. Small group process, independent study, and cooperative learning are the primary methods of analyzing the information gathered from the text, lecture, and outside resources.

Class Dates, Location and Hours:
Dates: March 2-4 & 9-11, 2012
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 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: February 2, 2012

Site Director:
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:
Course Professor: Marilynn M. Jones-Parker, Ph.D.
Mailing Address: 2328 E. 13th
Tulsa, OK. 74104
Telephone Number: (918) 402-6196
E-mail Address: marilynnprkr@yahoo.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.).

   New York: Wiley. ISBN 9781118063187. *(Text prices are available online.)*

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:
1. describe the theoretical basis to understanding evaluation methods and procedures;
2. outline basic diagnostic procedures;
3. construct an intervention model;
4. develop a plan for determining outcome of service delivery; and
5. identify issues of evaluation in relation to the social context.

Assignments, Grading and Due Dates:
The assignments are designed to be completed individually and then utilized in the small group process for support of the learning process. Complete only the first two assignments prior to class as the others will be developed within small work groups. It is expected that in all papers, sources will be cited.

1. The student will review two types of evaluation measures to be discussed in class. Examples include performance tests, I.Q. tests, surveys, polls, etc. A written summary of the review will include its purpose, indication of the validity and reliability, as well as a description of the type of measure. (No more than two typed pages, due the first class.)

2. The student will develop a case study using multiple sources that will be the basis for a diagnostic review utilizing the assessment and evaluation procedures discussed in class. A narrative report will provide all the information needed for diagnosis. (No more than two typed pages due the second class. A synopsis will be presented in class.)

3. The student will develop an intervention plan for a specific identified problem which will be defined in class through small group process then summarized individually. A measure of effectiveness needs to be included. (No more than two typed pages, due the third class.)

4. The student will develop a presentation within a small group for discussion of the ethical considerations for the evaluation in special populations. (A one-page typed summary identifying the important discussion points, due the fourth class.)

5. The student will assess a program or organization as to its effectiveness over the time of its existence. A summary of the analysis of the program’s efficiency and recommendations for improvements and continued funding will be outlined and presented to the class. (A one-page summary due the fifth class.)

6. The student will complete a final evaluation of the course effectiveness in meeting outlined objectives and the student’s acquired learning as a result of classroom participation. (This will be a one-page summary completed during the last class.)

The student’s grade will be a combination of professor feedback and written self-evaluation. The scoring criteria for each assignment include points for: (1.) content (2.) clarity (3.) citation (4.) creativity (5.) conciseness.

The scoring weight is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
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</thead>
<tbody>
<tr>
<td>Review evaluations</td>
<td>1st class session</td>
<td>20%</td>
</tr>
<tr>
<td>Case study</td>
<td>2nd class session</td>
<td>20%</td>
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<tr>
<td>Intervention plan</td>
<td>3rd class session</td>
<td>15%</td>
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<tr>
<td>Ethical considerations</td>
<td>4th class session</td>
<td>15%</td>
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<tr>
<td>Program assessment</td>
<td>5th class session</td>
<td>20%</td>
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<tr>
<td>Final Evaluation</td>
<td>Last class session</td>
<td>10%</td>
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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

Marilynn Jones-Parker, Ph.D.

Education

- 1970  B.S. in Education, Oklahoma University, Norman Oklahoma
- 1976  M.Ed. in Education, Early childhood emphasis, Oklahoma University, Norman, Oklahoma
- 1982  Ph.D. in Developmental Psychology, ABSED, Oklahoma State University, Sillwater, Ok.

Current Positions

- Consultant
- Family Play Therapist

Frequently Taught Advanced Programs Courses

- HR 5113  Play Therapy with Children
- HR 5100  Issues in Marriage and Family Therapy
- HR 5100  Family Counseling
- HR 5100  Assessment in Marital and Family Therapy

Major Areas of Teaching and Research Interest

- Parent Child Relationships
- Developmental and Family Assessment
- Infant Mental Health
- Family Wellness
- Pediatric Psychology - Child Abuse, Substance Abuse, Domestic Violence, Mental Illness

Representative Publications and Presentations

- Jones-Parker, Marilynn.  Nurtury.  A Corporate Child Care Program.

Representative Honors and Awards Received

- Past President of Oklahoma Play Therapy Association
- Past President of Oklahoma Association for Infant Mental Health

Major Professional Affiliations

- American Association for Marriage & Family Therapists, Clinical member (Oklahoma Licensed Marriage & Family Therapist)
- Oklahoma & World Association for Infant Mental health
- International Board of Certified Play Therapy (Certified Play Therapist, Supervisor and Professor)
- Association for Play Therapy (Registered Play Therapist and Supervisor)
- International Association for Infant Massage (Certified Infant Massage Instructor)