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

Course Title:
Sexual Harassment

Course Number:
HR 5113-225

Course Description:
This course will help students understand employee relations from the perspective of sexual harassment and develop appropriate policies, procedures, and programs to deal with sexual harassment inside and outside the workplace.

Class Dates, Location and Hours:
Dates: March 13-18, 2012
Location: Spangdahlem AB, Germany. Students should check with Site Manager for classroom location.
Hours: Tue-Fri 6:00-9:30 p.m.; Sat-Sun 8:30 a.m.-4:30 p.m.
Last day to enroll or drop without penalty: February 13, 2012

Site Director:
Allen Cannon. Phone: DSN 452-7555, CIV 06565-61-7555; Fax: Spangdahlem Library 06565-7843; E-mail: apspangdahlem@ou.edu

Professor Contact Information:
Course Professor: Prof. Lawrence F. Rossow
Mailing Address: 116 Woodwind Dr.
Victoria, TX 77904
Telephone Number: (405) 760-1465
E-mail Address: lfrossow@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.).


2. 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.
Course Objectives:

After completing this course, the student will be able to:

1. understand the statutory, agency, and case law on sexual harassment;
2. manage his/her own behavior regarding sexual harassment;
3. utilize a check list to document sexual harassment incidents; and
4. utilize an outline to develop/write a sexual harassment policy.

Assignments, Grading and Due Dates:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual harassment case briefing and presentation</td>
<td>During class sessions</td>
<td>17</td>
</tr>
<tr>
<td>Class participation</td>
<td>During class sessions</td>
<td>10</td>
</tr>
<tr>
<td>Final examination</td>
<td>Last class session</td>
<td>40</td>
</tr>
<tr>
<td>Post Seminar Assignment-Written briefs on all cases in the syllabus followed by a written SH policy for the workplace of choice</td>
<td>21 days after class ends</td>
<td>33</td>
</tr>
</tbody>
</table>

**Post-Seminar Assignment:** Students will develop a set of sexual harassment policies for a typical work environment. The policies will include guidelines for employee behavior. The policy will be written after the development of case briefings for each case covered in the course. Due Date: August 26, 2011.

**Grading:** This is a letter-graded course: A, B, C, D, or F. A=90-100; B=80-89; C=70-79; D=60-69; F=below 60

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
Lawrence F. Rossow

Education

1983 Doctorate in Education Law, Loyola University of Chicago, School of Law and School of Education

Current Positions

• Advanced Programs Professor since 1989
• Professor Emeritus, Educational Leadership and College of Law, University of Oklahoma
• Associate Vice President and Professor, University of Houston - Victoria

Frequently Taught Advanced Programs Courses

• HR 51113 Sexual Harassment

Major Areas of Teaching and Research Interest

Constitutional aspects of employees and students.

Representative Publications and Presentations


Major Professional Affiliations

• Education Law Association
• National Education Association, Life Member