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

Course Title:
Research Methods in Human Relations

Course Number:
HR 5023-223

Course Description:
During this course, we will attempt to survey the topic of research and its role in social sciences. Many times in research involving human subjects, exact answers cannot be obtained and the researcher must draw conclusions by inference; thus, the use of statistical analysis becomes extremely important. The quantitative portion of this course will be an introduction to elementary statistics such as central tendencies, standard deviation, correlation coefficients, z scores, t tests, Chi square, One Way ANOVA, hypothesis testing, and confidence intervals. Although much calculating will be involved, the primary thrust will be, hopefully, toward the understanding of the use of the statistical values obtained and their meanings in research endeavors. Before beginning the discussion on statistics, the basic research methods used in behavioral research will be discussed. These methods will include but not be limited to historical, survey, observation, questionnaire, simulation, content analysis, and experimental approaches to Human Relations. A more detailed syllabus and a set of power point slides that will be presented during the class can be obtained electronically from desire2learn (learn.ou.edu on the internet). Lastly although manual calculations will be illustrated, the use of a TI 83/84 calculator in determining the statistical values will be stressed during the class.

Class Dates, Location and Hours:
Dates: January 17-22, 2012
Location: Ramstein, Germany. Classes held in Bldg. 2784, Room 301, Kapaun Air Station.
Hours: Tues. - Fri. 6:00 p.m. - 9:30 p.m.; Sat. - Sun. 8:30 a.m. - 4:30 p.m.
Last day to enroll or drop without penalty: December 19, 2011

Site Director:
Kendra Burnside. Assistant: Janee LeFrere. Phone: DSN 480-6807, Civilian 06371-476807; Fax: 06371-479839; E-mail: apramstein@ou.edu.

Professor Contact Information:
Course Professor: Eddie Carol Smith, Ph.D.
Mailing Address: Graduate College
University of Oklahoma
1000 Asp Avenue, Room 212
Norman, OK 73019
Telephone Number: (405) 329-2942
E-mail Address: ECSmith@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.).


4. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](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: Students are expected to have this material during class time. The hand outs will be available at least one month before the scheduled class times.

5. Although not absolutely required, it is most strongly urged that students have or have access to a TI-83 or TI-84 calculator. Without it there is a reasonable probability that a student can get “bogged down” in the calculations. Manual calculations will be illustrated, but the use of a TI 83/84 calculator will be stressed.

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:**

The development of the ability to:

- understand the importance of research and its contribution to the field of Human Relations in particular and society in general;
- develop an understanding of the various research methods and an appreciation of how some of them might be used in the area of Human Relations;
- attain an appreciation of elementary statistical methods;
- begin to use these statistical methods without anxiety and with a degree of confidence; and
- gain more sensitivity toward some of the ethical considerations in research.

**Assignments, Grading and Due Dates:**

**CD-ROM Assignment:**

CD-ROM Option: If you select the CD-ROM, you must complete the Statistics for Research CD-ROM and must submit it at the end of the first day. The assignment is the nine (9) examinations in the Program Review at the end of the CD-ROM.

NON-CD-ROM Option: If you select this option the final examination and oral research presentation will be more heavily weighted than if you had selected the CD-ROM Option.

**Reading Assignments:**

Since it will be impossible for us to cover all the information in the Statistics textbook, before the first day of class you **must complete** the Statistics for Research CD-ROM. This includes each of the assignments at the end of each section of the CD-ROM and, most importantly, the program review at the end of the CD-ROM. The nine examinations in the program review at the end of the CD-ROM are the only items that should be submitted on the first day of class. In addition, since it will be impossible for us to cover all the information in the statistics textbook, you are only required before the first day class to have read Chapter 1 (Entire Chapter); Chapter 2 (Entire Chapter); Chapter 3 (Entire Chapter); Chapter 4
(Sections 1 through 6); Chapter 5 (Sections 1 through 3); Chapter 6 (Sections 1 through 5); Chapter 7 (Sections 1 through 4); Chapter 8 (Sections 1 through 5); Chapter 9 (Entire Chapter); Chapter 10 (Sections 1 through 3); and Chapter 11 (Entire Chapter). Do not worry if each detail is not completely understood since these readings will form the basis for class lectures and discussions. To complement the statistical readings, you should have read all the methodology sections ( Chapters 1 through 17) in the methodology textbook.

Research Assignment:

Students will self-select into groups of three and carry out a research project based on one of the following chapters: 4, 5, 6, 7, 8, 9, 11, or 12.

Graded Assignments and Due Dates:

1. If the CD-ROM Option has been selected, complete the program review at the end of Statistics for Research CD-ROM. The nine examinations in the program review are the only assignments to be submitted to the professor and, thus, graded is the program review (This is not the exercise in the individual chapters). In order to maximize your grade on this assignment it is suggested that you complete each of the nine examinations in the program review separately. In order to determine the numerical grade for this requirement the average (mean) of the nine examinations will be used. A grade of zero will be awarded for this assignment if it is not submitted on the first night of class. This, more than likely, would mean that without this assignment a grade no higher than a C could be earned in this course.

Several students have noted that the grading system for the CD-ROM will mark a correct answer incorrect. If this happens, please present the evidence to indicate the error and change your percent on that examination to the actual correct percentage. The CD-ROM is an outcome based educational experience. Therefore, you are permitted to repeat the program review examinations until you obtained the grade you desire for this assignment. The CD-ROM assignment is absolutely due the first day of class.

No exceptions to this deadline will be granted. In past semesters late submissions have been accepted, but this may not be the case in this course.

Note: some military computers will not load the CD-ROM.

2. Final Examination - numerical scoring – last day of class

3. Oral presentation of a student organized research project – numerical scoring – last day of class.

4. Extra Credit Assignment – up to 80 points – no later than 8 days after the last day of class

Grading:

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
<th>Available Course Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Readings</td>
<td>Prior to the first day of class</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Statistics For Research CD-ROM</td>
<td>First night of class</td>
<td>25%</td>
<td>111</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Last day of class</td>
<td>45%</td>
<td>200</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>Last day of class</td>
<td>30%</td>
<td>133</td>
</tr>
<tr>
<td>Extra Credit Assignment</td>
<td>No later than 8 days after the last day of class</td>
<td>0%</td>
<td>Up to 80 points</td>
</tr>
<tr>
<td>Total</td>
<td>Not Applicable</td>
<td>100%</td>
<td>444</td>
</tr>
</tbody>
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ALTERNATE GRADING SYSTEM FOR HR 5023
THE NON CD-ROM OPTION

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
<th>Available Course Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Readings</td>
<td>Prior to the first day of class</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Statistics For Research CD-ROM</td>
<td>Opted not to complete</td>
<td>00%</td>
<td>000</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Last day of class</td>
<td>70%</td>
<td>311</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>Last day of class</td>
<td>30%</td>
<td>133</td>
</tr>
<tr>
<td>Extra Credit Assignment</td>
<td>No later than 8 days after the last day of class</td>
<td>0%</td>
<td>UP TO 80</td>
</tr>
<tr>
<td>Total</td>
<td>Not applicable</td>
<td>100%</td>
<td>444</td>
</tr>
</tbody>
</table>

Since the final examination is a 200 point examination, students opting for alternate grading system will have their final examination score multiplied by 1.56 to determine their actual score on the final examination.

The extra credit assignment(s) must be e-mailed and arrive in Norman, Oklahoma not later than 8 days after the last meeting day of class. Any extra credit assignments received after this date will not be graded.

The CD-ROM assignment is absolutely due on the first night of class. Failure to submit this assignment at that time could result in a grade of zero (0) for the assignment.

This course is graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥ 90%</td>
</tr>
<tr>
<td>B</td>
<td>≥ 80% &lt; 90%</td>
</tr>
<tr>
<td>C</td>
<td>≥ 70% &lt; 80%</td>
</tr>
<tr>
<td>D</td>
<td>≥ 60% &lt; 70%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

The course will not be curved.

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) or F 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

Eddie Carol Smith, Ph.D.

Education

• 1959  BS in Chemistry, University of Kentucky
• 1963  Ph.D. in Biochemistry, Iowa State University

Current Positions

• Advanced Programs Professor since 1987
• Regents’ Professor, University of Oklahoma
• David Ross Boyd Professor of Chemistry and Biochemistry, University of Oklahoma
• Vice President for Research Emeritus/Graduate Dean Emeritus, University of Oklahoma

Frequently Taught Advanced Programs Courses

  HR 5023  Research in Human Relations

Representative Honors and Awards Received

• Selected by students in their first year of awards as the Outstanding Faculty Member for the College of Arts and Sciences
• David Ross Boyd Professor, based on teaching and advising students
• Inducted into the Oklahoma Higher Education Hall of Fame

Major Professional Affiliations

• American Chemical Society
• American Society for Biochemistry and Molecular Biology