Course Title:  
Change, Challenge, and Creativity in the Workplace

Course Number:  
HR 5133-101

Course Description:  
This course examines ways to enhance creativity and the creative problem-solving process within the context of a rapidly changing workplace. The major changes occurring in today’s workplace and the management of change at both the personal and organizational level will also be considered. Particular emphasis will be placed on examining the creative process, common barriers to creativity, and a variety of individual and group techniques that foster or facilitate the creative process.

Class Dates, Location and Hours:  
Dates: January 20-22 & 27-29, 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: December 22, 2011

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

Professor Contact Information:  
Course Professor: Wayne Scarth  
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Dept. of Human Relations  
601 Elm Ave  
Norman, OK, 73072  
Telephone Number: (405) 447-4552  
Fax Number: (405) 325-4402  
E-mail Address: wscarth@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:**

The objectives of the course are to:

- become acquainted with the principle writers and theorists in the fields of change and creativity,
- compare and contrast the major theories and approaches,
- examine the relationship between creativity and change,
- consider the implications of creativity and change theory with respect to individuals, organizations and society,
- explore the development and utilization of both concepts in relation to real life situations

**Assignments, Grading and Due Dates:**

1. Facilitating or developing creativity in a chosen setting (individual assignment): Describe various means or methods that can be used to encourage or facilitate the development of creativity in one of the following settings:

   a) with children at home (what can parents do to encourage their children to be creative, at all ages and stages of development?)
   b) at schools (what can school administrators and teachers do to encourage the development of creativity in their students, both within the school environment and within individual classrooms?)
   c) in businesses or organizations (what can managers do, both with the organizational environment and with individual employees, to encourage and support creativity in their businesses?)
   d) in one’s personal life (what can we do to encourage and maintain creativity in our personal lives?)

   This is to be a 4-5 page research paper (double spaced), with a minimum of 4 references (only 2 of which can be from the internet). It is important to describe not only what can be done, but also to explain how or why the methods actually contribute to the development of creativity. The paper is due at the end of the course, but you are encouraged to work on it before the course begins; this is worth 20% of the final grade.

2. Group creativity project: Everyone will be assigned to a group, and each group will be assigned a different method to research and demonstrate in class.

   a) the group is expected to research the method, and prepare a 2 or 3 page summary (point form) of its findings. The summary will be briefly presented in class and distributed so that everyone can take a copy with them. The summary should describe the method, its uses and limitations, ‘best practices’, history and anything else that helps to explain how and when it can be utilized.
b) the group is also expected to utilize the method in class, with a 30 to 45 minute demonstration (it should not be shorter than 30 minutes). Group members will serve primarily as group facilitators, and will ask other students to participate in the demonstration. A topic or problem will be assigned to each group to use, or it can utilize one suggested by a group member – but not a lot of time should be spent choosing a topic. This project is worth 15% of the final grade. Time will be set aside during class to work on the assignment, and prepare the demonstration.

3. Individual creativity techniques:
   a) Each student will choose 3 issues or problems, and individually work on applying a different general creativity approach or method to arrive at some workable solutions or improvements for each (there is an abundance of techniques to choose from in the textbook). Start by explaining the problem or topic, and then briefly describe the creativity method you chose, the application process and finally, the results and conclusion you came to regarding the best solution. These are to be briefly described in a report (a minimum of two pages per problem or issue). The emphasis will be on understanding and experimenting with different methodologies.
   b) Choose one of the three, perhaps the one that you are most proud of, or that has the best chance of being used, and develop a strategy for marketing your idea or product. Chart or describe your process utilizing van Oech’s four part process (idea formulation/’explorer’, problem solving/’artist’, evaluating the product or service/’judge’, and selling or convincing others of its usefulness/’warrior’). You may be asked to present your idea or product to the class. This assignment is due at the end of the course, also accounts for 20% of the final grade.

4. Group change project: Selected groups will be assigned a change event topic and develop a strategy that incorporates change principles or approaches, and describe their plan of action in a written report (the report should be a minimum of four pages, typed and double-spaced). The plan may be presented to the class. Papers will be graded on organization, expression and clarity, as well as the novelty and effectiveness of the presentation. This assignment is due the last day of the course, and will account for another 15% of the final grade.

5. Final test: An end-of-test test will account for another 20% of the final grade. The test will assess both comprehension and application of the textbook material, as well as additional theory presented throughout the course.

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
Wayne Scarth

Education
- BA United College
- MSW University of Manitoba, in Canada

Current Positions
- Adjunct Professor, Continuing Education Division, University of Manitoba
- Adjunct Professor, Department of Human Relations, University of Oklahoma
- Adjunct Professor, Advanced Programs, University of Oklahoma

Major Areas of Teaching and Research Interest
- Human Resource Management
- Interpersonal Skills in the Workplace
- Creativity and Change in the Workplace

Thirty years’ experience in the field of corrections in a variety of senior management positions. Active in program development, staff training, union management relations, workforce planning, workplace health and safety, and employee relations.

Representative Honors and Awards Received
Exemplary Service Award, Field of Corrections for the Government of Canada