Course Title:
Human Resources for the Human Relations Professional

Course Number:
HR 5143-492

Course Description:
This course is an introduction to Human Resource Management (HRM) for human relations professionals. HRM is strategic and comprehensive organizational function that deals with employer/employee issues. Compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training are components of HRM. In recent years, companies are moving away from traditional personnel, administration, and transactional HR roles to HR as a strategic partner in a complex world.

From small business to unionized organizations, HRM is a budding, fast-paced practice. How does human relations differ from HRM? This course provides HR students with: basic knowledge to understand what HRM is (and is not), how HRM fits into the total organization, HRM competencies and bodies of knowledge, professional and ethical HRM issues, and the evolving nature of HRM. The evolution and synthesis of human relations wthing the framework of HRM is discussed throughout the semester.

Course Dates:
January 2-April 30, 2014
Last day to enroll or drop without penalty: December 4, 2013

Site Director:
This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:
Course Professor: Robbie Wahnee, Ph.D.
Mailing Address: 1406 Asp Avenue, Walker Tower, 243W
Norman, OK 73019
Telephone Number: (405) 325-2680
E-mail Address: rwahnee@ou.edu
Virtual Office Hours: Please contact the professor for this information.
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK. Orders can be placed online at www.oklahoma.bkstr.com. Faxed orders may be placed 24 hours a day at (405) 325-7770. Representatives are available by phone at (405) 325-3511 or (800) 522-0772 (toll-free) or E-mail at 0831mgr@fheg.follett.com from 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; and 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). (Text prices are available online.)

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. Readings posted to D2L are required and it is expected that students will complete the above readings in entirety before the beginning of the seminar.

Note: Follett 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 Follett.

OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course Objectives:
After effectively participating in this course, a student should be able to:
• Recognize the differences and similarities of Human Relations and HRM.
• Operationally define HRM.
• Understand the terminology and describe the basic components of HRM.
• Describe the HR professional as a strategic partner in any organization.
• Describe the overall outputs (i.e., the products and services) and roles of HR personnel and professionals.
• Describe the processes of acquiring, developing, and rewarding human resources.
• Describe the core technical, business, interpersonal, and intellectual competencies needed by all HRM practitioners.
  o Analysis and design of work
  o Recruitment and selection
  o Training and development
  o Performance Management
  o Compensation and benefits
  o Employee relations
  o Personnel policies
  o Compliance with laws
  o Support for strategy
• Recognize and interpret areas of ethical and legal concerns within HRM.
• Identify current and future challenges and issues facing HRM.
• Assess personal interest in and current knowledge and skills related to HRM as a profession.
• Recognize and discuss how, even in the smallest organizations, HRM is a necessity in this global age.
• Understand and discuss how the differences in the roles and functions of an HR department arise because of variations in organizational size and characteristics of the workforce, industry, and management’s values.

Online attendance and participation, individual assignments, group exercises, quizzes, case studies and other lessons are valuable aspects of any course because much of the learning comes from a blend of learning modes and open discussion. It is expected that you attend and contribute...except for excused emergencies.
Assignments, Grading, and Due Dates:

1. **Read and discuss each Chapter.** Questions will be provided as discussions. You must post an answer to join the discussion and all answers will be approved by me prior to their release. I generally release these in the evening, and occasionally, around the lunch hour. Questions must be thoughtfully answered, grammatically correct, and correct spelling. 2 Points are deducted for misspelled words grammatically incorrect sentences. You are master’s students and I do expect good discussions. Some of my questions ask you to think beyond what your authors discuss. Do not feel you will give a wrong answer. I am more interested in what you think or how you feel about an issue that grabs your attention. If you reference a person’s work, you must cite.

2. Each Chapter will have a **Video Discussion.** View the video then post to the discussion your response to the following: “Discuss one brief example of how you might use the information for further research, in your job, or personally.”

3. There will be **Unit Reflection** at the end of Chapters 1, 2, 3, and 5. I call these reflections intentionally. Not only do you reflect mindfully on the materials you have read, you will sometimes reflect on an incident or issue that is personal to you. This reflection may help resolve an issue or may be seeking suggestions about something the authors stated that gives you pause. You must post an answer to join the discussion and all answers will be approved by me prior to their release. I generally release this in the evening, and occasionally, around the lunch hour. Questions must be thoughtfully answered, grammatically correct, and correct spelling. 2 Points are deducted for misspelled words grammatically incorrect sentences. You are master’s students and I do expect good discussions. Some of my questions ask you to think beyond what your authors discuss. Do not feel you will give a wrong answer. I am more interested in what you think or how you feel about an issue that grabs your attention. If you reference a person’s work, you must cite.

4. **Self-Assessments** are something I am fond of. HR professionals assess, assess, assess and document, document, document. Clear communication is important when you are dealing with employee pay, benefits, and job. This Communication Self-Assessment will allow you to begin thinking about communication style and the importance of clear information. There will be several of these throughout the course. I enjoy a professional discussion of the use of each tool individually, use of the tool in other ways, and any influence the assessment has on you. You can also discuss pro’s/con’s of the assessment chosen. You may also have one you are fond of….let’s see if we can use it. Retain your scores and assessment outcomes. We will use them later in the class. Hopefully, you will use some of what you get from the assessment to help you in everyday interactions. Points are earned for completing the assessment and being responsive to your take on it.

5. **Case Studies** are always interesting to arouse discussion. Some of the case studies will have actual outcomes, while others may still be in the courts to some degree, and others are just interesting to see how you would respond. My goal is that you begin using your new-found HR language. What happens in the courts is most important to almost every area of HR. For example, if it is sexual harassment, companies are given marching orders to visibly show how they have taken measures to assure this will not happen in their company. On occasion there will be 2 studies and you only need answer 1. If you answer both, 1 receives bonus points. If you feel you want to subsidize your response with a quote, please do.

6. **Group Projects:** Teams of 4 or more students will be formed. Each team will be provided a broad HR area to consider. As a team, you will narrow down the area, to a defined topic that would lend itself to a process discussed in class and aligned with your topic. This could be: designing a performance evaluation instrument; performing a mediation; comparing job applications; assessing a Human Resource Information System; compensation; payroll; benefits, or other process. Grading will consist of topic chosen, creativity, contribution of each person on the team, outcome (i.e., this needs to be tangible. For example on a small scale, if you mediate, turn in an agreement to me; if you are comparing compensation designs, turn in your comparison table or spreadsheet, with everyone’s name & ID) and lessons learned. Other formats will be discussed in class. Be prepared to handle any of the roles you take on.
I am also looking for teamwork. HRM and HR departments are a combination of employment, compensation, benefits, learning and development, payroll, worker's compensation, unemployment, employee relations, and in many states outside of Oklahoma, unions, etc.

This is your opportunity to be creative, collaborate, yet show what you know about HRM. I will assign less Reflections and Case Studies for the next few weeks after Group Projects begin. I want you to succeed in your groups and with your projects. Some of you have employment laws that you must cite, while other groups may need to create a whole business concept.

Each member of a team must contribute his/her fair share of typing, research, building spreadsheets, formulating theory, explaining how your group worked together to mold this broad topic into a deliverable project. Do not reinvent any wheels; just cite the tools you use. What I am looking for is that you have a good command of the broad HRM concepts used in various types of businesses or organizations - depending on your assignment. I also hope to see that you have used some of the professional websites such as SHRM, CUPA, and ASTD.

Each member of the team can receive 50 points. If you have strong team and every member gives 100%, life is good…50 points each. All discussion must be in D2L. That allows you to keep track of contributions by team members. I will provide feedback and allow corrections be made prior to issuing the final grade of 50. This will be a time to use negotiation or persuasive skills.

The other task of the group is to design a performance evaluation tool. The tool will be used to assess you and your teammates as a team. You must have measureable objectives that relate to evaluation that can be scored. The scale is up to you. If, unanimously, you agree your team is an 8. I can challenge this score – game on. This project is your work of art…it looks good, is presented well, incorporates things you have learned about yourself and others in the assessments. I have had students design a whole company and others work specifically on a law case and decided their own opinion. Others like to try unions or NBA or NFL lockouts. The group projects are fun! You will do fine!

**Grading:**

This is a letter-graded course: A, B, C, D, or F. \( A = 450 - 405; B = 404 - 360; C = 359 - 315; D = 314 - 180; F = Below 180 \)

Participation is key. Discussions must be thought out and timely. Discussions must also be grammatically correct using correct spelling and appropriate HR acronyms. APA writing style is required for the Group Project final. **Bonus Points:** 5 each for successful contributions (Depending on number posted). Bonus points are added after final grade points.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussions</td>
<td>Timelines as indicated in D2L</td>
<td>10 each; Possible 160 points</td>
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<tr>
<td>Unit Quizzes-</td>
<td>Timelines as indicated in D2L</td>
<td>20 each; Possible 80 points - 4 Unit</td>
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<tr>
<td>Reflections</td>
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<tr>
<td>Case Studies</td>
<td>Timeline as indicated in D2L</td>
<td>15 each; Possible 45 points</td>
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<tr>
<td>Group Project</td>
<td>Timelines as indicated in D2L</td>
<td>Overall project, 50 possible for each team</td>
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<td>share to the team, as reflected in group</td>
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<td>discussion, design of evaluation, and overall</td>
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<td>Team Evaluation</td>
<td>Timelines as indicated in D2L</td>
<td>0-10; Team self-evaluation: Team agrees on</td>
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<td>0-10 as a team.</td>
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<tr>
<td>Self-Assessments</td>
<td>Timelines as indicated in D2L</td>
<td>10 each; Possible 30 points</td>
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<tr>
<td>Video Discussion</td>
<td>Timelines as indicated in D2L</td>
<td>5 each; Possible 80 points</td>
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<tr>
<td><strong>Total Possible Points</strong></td>
<td>N/A</td>
<td>450</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.

Policy for Late Work:
Please contact the professor regarding his/her policy for late work

Attendance Policy:
In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone BEFORE the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Distance Learning webpage and click on the applicable semester link under “Course Evaluations” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm
Policies and Notices

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. 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

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local 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
Robbie L. Wahnee, Ph.D.

Education
- Ph.D. College of Education – Education Administration, University of Oklahoma, Norman, OK
- M.A. - University of Oklahoma, Norman, OK - Secondary Education Administration
- B.A. Cameron University, Lawton, OK - Sociology/History, 5 year standard teaching certification

Current Positions
- Director, Talent & Organizational Development, University of Oklahoma, Housing & Food Services
- Advanced Programs Professor since 1996
- Assistant Director & Interim Director of Human Resources, University of Oklahoma
- Project Team Member – PeopleSoft implementation, University of Oklahoma
- Human Resources Consultant
- Assistant Adjunct Professor, College of Business and Human Relations, University of Oklahoma

Major Areas of Teaching and Research Interest
- Performance Management and Assessment
- Civil & Commercial Mediation
- Positive/Progressive Discipline
- Sexual Harassment
- Employment Law
- Learning Styles
- Human Resource Management
- Human Resource Management at the Michael Price College of Business

Representative Publications and Presentations
- *Instructional Supervision and Principal Trust* in Bass & Faircloth, in press.
- Foundations in Management - 4 hours of 40-hour program designed for managers and supervisors
- Designed and presented workshop - President Boren’s Minority Business Seminar
- Staff Handbook
- University of Oklahoma, Guide to Staff Hiring
- Audit – Business Plans for the Student Affairs Division of the University of Oklahoma
- Initiated design and policy – Independent Contractors, Temporary Employees - University of Oklahoma

Major Professional Affiliations
- North Central Accreditation Committee for Student Affairs for the University of Oklahoma
- College and University Personnel Association (CUPA)
- Administrative Staff Association (OU), President, Vice President
- Past Chair, Cleveland County Employer’s Council
- Executive Board Member, American Red Cross
- Oklahoma State Certified Teacher, Secondary Education
- Civil & Commercial Mediator in the state of Oklahoma
- Society for Human Resource Management