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

Course Title:  
Human Resources for the Human Relations Professional

Course Number:  
HR 5143-103

Course Description:  
This course is an intense, global 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.

Class Dates, Location and Hours:  
Dates: February 28-March 2 & 7-9, 2014  
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.

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

Professor Contact Information:  
Course Professor: Robbie Wahnee  
Mailing Address: 1406 Asp Avenue  
Walker Tower, Room 243W  
Norman, OK 73019  
Telephone Number: 405-325-2680  
E-mail Address: rwahnee@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 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@fhg.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.)
1. 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. You must have your account set up by going to the OU IT account management website at http://accounts.ou.edu. Follow the instructions. Please contact the IT Help desk at 405-325-HELP (Norman Campus) if you require assistance. IT is available 24/7. The readings are required and it is expected that students will complete the readings in their entirety.

2. Other Materials: Will require pre-approved by Professor:
   - Website: CUPA.org
   - Website: DOL.gov
   - Website: learn.ou.edu
   - Website: Mediation.co
   - Website: SHRM.org

Recommended text:

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.

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.
  - Analysis and design of work
  - Recruitment and selection
  - Training and development
  - Performance Management
  - Compensation and benefits
  - Employee relations
  - Personnel policies
  - Compliance with laws
  - 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.
Assignments, Grading and Due Dates:

- Complete all required readings, view videos assigned, and provide feedback;
- Complete all course-related assignments by assigned deadlines;
- Participate qualitatively in class discussions and other course-related activities;
- Successfully quizzes and exams; and
- Contribute to online discussions.

Journal Article:

Each student will bring a journal article (from a library, retrieved online, etc.), cited correctly, that discusses any type of HRM situation, association, evaluation, or discussion. Each student will provide the class an overview of the article and his or her opinion and what you might have done differently or not. The class will discuss the article and identify HR terminology as well as offer opinions about the article. This is an oral critique and is open for class discussion. This article or issue may be a paragraph or a full journal article but it must the criteria mentioned. Please put your name and 4+4 ID on it. It will be turned in to me.

Instructional Strategies/Participation:

Individual written reports, mini-lectures, power point presentations, class discussion, and role playing will be used in this course. The text is a resource of information. Be familiar with the book before class. When possible, self-assessment tests, such as Myers-Briggs, Gallup’s Strengths Assessment, or free online assessments, etc. will be administered in class, in D2L, or over the internet.

Project:

Teams of 3 or more students will be formed. Each team will define a topic that would lend itself to a process discussed in class. 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, 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.

If time allows, each student will also be given an oral exam that consists of a term, situation, or topic related to any topic discussed in class or in the textbook to which the student will orally discuss or respond. The question or terminology will be given to you by the professor. Students will have approximately 10 minutes to formulate an answer.

Post Course Assignment:

This APA style Reflection paper is a culmination of what you have learned throughout the class. Students will focus on 3 topics of significant interest. Describe what the 3 topics are, why they are of interest, what you learned, what you would like to learn, and what you wish we would have added to the class to meet your needs.

There is no assigned length. This is an APA style paper. You must use references...a minimum of 3. This is a Master’s level thesis. Misspelled words count off 2 points each. Grammatical errors are 2 points each and syntax is 5 points each. Late papers more than likely will not be accepted. However, if there is good cause, no more than 25 maximum points will be awarded and errors count as indicated. This paper is due 20 days after the last day of class. I must have your grades turned in 30 days after the end of class so I cannot change the due date. Papers handed in on the 21st day will receive no more than 25 points for a perfectly written paper.
Grading:
This is a letter-graded course: A 165 – 148 points, B 147 - 132, C 131 - 118, D 117 - 106, or F.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade Points</th>
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</thead>
<tbody>
<tr>
<td>Unit Assessments</td>
<td>End of each unit of text</td>
<td>5 Units X 10 = 50</td>
</tr>
<tr>
<td>Project</td>
<td>Group Project</td>
<td>50 per person</td>
</tr>
<tr>
<td>Chats/Class Participation</td>
<td>Ongoing</td>
<td>50</td>
</tr>
<tr>
<td>Journal Article</td>
<td>Have ready &amp; bring to each class. Students can volunteer or be called on randomly beginning the first night of class</td>
<td>15</td>
</tr>
<tr>
<td>Post Course Assignment Reflection Paper</td>
<td>20 days after last day of class</td>
<td>50</td>
</tr>
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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.
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. 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. Advanced Programs does not provide duplicating services or office supplies.

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