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

Course Title:  
Introduction to Graduate Studies in Human Relations

Course Number:  
HR 5093-224

Course Description:  
This course will provide the student with an introduction to practice in the interdisciplinary area of human relations. Change will be discussed at the individual, small group, organizational, and societal levels. The format of the course will be diverse, including mini-lectures, group discussions, small group interaction, and role-playing. The faculty member will use experiential instructional approaches that foster self-discovery, problem solving, and critical thinking.

Class Dates, Location and Hours:  
Dates: June 5-10, 2012  
Location: Ramstein, Germany. Classes held at Bldg. 2784 Room 301, Kapaun Air Station.  
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: May 7, 2012

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

Professor Contact Information:  
Course Professor: Katie Barwick-Snell, Ed.D.  
Mailing Address: Department of Human Relations  
The University of Oklahoma  
601 Elm Room # 716  
Norman, OK  73019  
Telephone Number: (405) 325-3115  
Fax Number: (405) 325-4402  
E-mail Address: katie@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 405-325-7140 (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: 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:**

1. A teaching/learning environment will be co-created by the professor and students that will enable the members to learn and to support one another’s learning.
2. Students will be able to demonstrate their learning of the course content through oral and written presentations/assignments:
   a) demonstrate familiarity with theories/models that are useful in describing human systems, interactions, and change;
   b) develop their own definition of Human Relations and discuss professional roles that Human Relations practitioners enact in contemporary culture; and
   c) discuss ethical issues and value dilemmas.
3. Students will be able to demonstrate basic helping skills, communication skills, and problem solving skills.
4. Students will be able to demonstrate and discuss tools needed for graduate study, with a special focus on academic writing, documentation, and computer use with research.

**Assignments, Grading and Due Dates:**

1. Attendance and participation. These are considered prerequisites for receiving even a minimum grade. Students will be involved in a number of class activities designed to enforce principles taught in theory. Critiques will be used to evaluate attendance and participation. These are short (one to two pages) informal papers due at the close of each class. Time will be allotted in class to write them, they are to be put in the dropbox on Learn. The papers provide the student a chance to react to lectures, activities, and class discussions. Some of the class sessions might meet in alternate areas i.e., restaurants, coffee shops, etc., and you do not have to purchase food items. This is up to you and the instructor will not provide them.

Since you have already read the textbook, choose at least three chapters in the HR text that you are interested in or will help you as a Human Relations professional and do a total of 20 review questions or discussion questions for the chapters you have chosen (these are at the end of the chapters). This is due at the end of the class period. (25%)

2. **Team presentations** of chapter information in Dalton-HR text- *Human Relations or Practical Ethics.* (25%)

3. **Paper, due second day of class. (25%).** Each student is to use either *A Higher Standard of Leadership, Practical Ethics,* or a concept from *Human Relations* to write a five to six page paper by applying the information or concept presented in one of the book(s) to a past or present, personal or professional situation in which you have been involved. Human Relations is a social science, so use the APA style for documentation including a reference page. For help with APA consult this website. [http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx](http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx)

4. Final Exam. There will be an open-book exam. This will cover information given in class and in the texts, and will emphasize application or analysis of theory. The exam will be further explained in class. (25%)

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. 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

Katherine Barwick-Snell, Ed.D.

Education
- 1995  Ed.D., Occupational and Adult Education, Oklahoma State University
- 1981  MS, University of Oklahoma
- 1977  BS, Mississippi State University

Current Positions
- Advanced Programs Professor since 1993
- Assistant Professor of Human Relations, University College and the College of Liberal Studies, University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5093  Introduction to Graduate Studies in Human Relations
- HR 5013  Current Problems in Human Relations

Major Areas of Teaching and Research Interest
- Academic Advisor for the New HR Undergraduate program;
- Working with Adult Students;
- Social Support of Returning Students;
- Curriculum Development;
- Gender Issues;
- Human Development

Representative Publications and Presentations
- Current research papers in progress:
  - Other Mothering- Chapter in Academic Feminist Journal
  - Murrah Memories- Perspectives on Mississippi Integration 1973-74

Representative Honors and Awards Received
- College of Arts and Sciences Academic Advising Award 2009
- OU Athletic Dept. “Teacher That Inspires” Award, 2004
- WHO Foundation grant recipient 2003
- College of Liberal Studies Faculty Award-2000
- College of A & S Instructional Technology Awards-Online course development
- Phi Kappa Phi, National Honorary, Officer
- Delta Kappa Gamma Research Scholarship-Doctoral research OSU
- Omicron Nu Home Economics Honor Society
- Pi Gamma Mu Social Science Honors Society
- Omicron Delta Kappa Honor Society
- Wilena Ratcliff Scholarship-MSU
Major Professional Affiliations

- National Academic Advising Association
- Delta Kappa Gamma
- American University Women
- American Association for Adult and Continuing Education
- American Home Economics Association
- Oklahoma Federation of Home Economics
- Adult Education Research Council (AERC)
- Phi Kappa Phi