Course Title:
Helping Relationships

Course Number:
HR 5110-497

Course Description:
This course provides an overview of theory and practice regarding the act of helping or assisting humans deal with their life situations. This course is designed to assist the students in two important areas necessary to become an effective helper. (1) Understanding of one’s self and (2) understanding of human behavior. Additionally this course is designed to provide the following information: (1) description and discussion of the nature and goals of helping; (2) description and discussion of the helping process; (3) description and discussion of skills needed to become an effective helper; and (4) description and discussion of ethical issues in helping.

Course Dates:
May 1 – August 31, 2012
Last day to enroll or drop without penalty: April 2, 2012

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: Willie V. Bryan, Ed.D
Mailing Address: 1141 N. Windemere Dr.
Oklahoma City, Ok. 73117
Telephone Number: (405) 424-2161
E-mail Address: williebryan@cox.net
Virtual Office Hours: Monday, Wednesday and Friday 7:30 pm-9:30 pm CST
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 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.).


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.

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.

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:
- to assist the student with regard to understanding their views of human nature;
- to assist the student with regard to understanding their views of human behavior;
- to assist the students with regard to understanding some of the motivation associated with certain behaviors;
- to assist the students with regard to understanding the helping process;
- to assist the student with regard to understanding ethical standards of helping; and
- to assist the students with regard to understanding some of the theoretical foundations of some helping techniques.

At the conclusion of this course students will be able to:
- articulate their views of human psychological development;
- articulate some of the motivating factors which impact human behavior;
- articulate what constitutes an effective helping relationship; and
- articulate ethical standards with regard to assisting clients/patients

Course Outline:
The course is divided into five units and they are:

Unit 1. Understanding Self
Unit 2. Understanding Helping Theories
Unit 3. Understanding Ethnic/Racial Minority Issues
Unit 4. Understanding Disabilities, Women and Elderly Issues
Unit 5. Case Studies
Assignments, Grading, and Due Dates:

For due dates of all units see Desire 2 Learn system

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Unit one, two paper, minimum length of six pages each</td>
<td>Each paper in unit one is worth ten percent of final grade. Total for unit one is 20 percent</td>
</tr>
<tr>
<td>Unit two, three papers, minimum length of five pages each</td>
<td>Each paper in unit two is worth ten percent of final grade. Total for unit two is 30 percent</td>
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<tr>
<td>Unit three, one paper, minimum length eight pages</td>
<td>Unit three is worth 20 percent of final grade</td>
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<tr>
<td>Unit four, one paper minimum length eight pages</td>
<td>Unit four is worth 20 percent of final grade</td>
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<tr>
<td>Unit five, answer questions associated with selected case study</td>
<td>Unit five is worth 10 percent of final grade</td>
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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.

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

• If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

• Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

• If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

• After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
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.

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](http://www.ou.edu/provost/integrity)

Accommodation Statement

The [College of Continuing Education](http://www.goou.ou.edu) [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/](http://www.goou.ou.edu/)
INSTRUCTOR VITA
Willie V. Bryan, Ed.D.

Education
- 1973 Ed.D., Counseling, University of Oklahoma, Norman, OK
- 1972 M Ed, Counseling, University of Oklahoma, Norman, OK
- 1968 MS., Psychology, Oklahoma State University, Stillwater, OK
- 1966 BA, Education, Central State College, Edmond, OK

Current Positions
- Advanced Programs Professor since 1995
- Professor Emeritus
- Professor Emeritus, College of Liberal Studies, University of Oklahoma

Previous Positions:
- Vice Provost for Educational Services, University of Oklahoma Health Sciences Center
- Registrar, University of Oklahoma Health Sciences Center
- Director of Academic Scholars, Health Sciences Center
- Director of Honors Program, Health Sciences Center
- Associate Professor, College of Public Health, Department of Health Promotion Sciences, University of Oklahoma Health Sciences Center
- Adjunct Professor, Human Relations, University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5100 Psychosocial Aspects of Disability
- HR 5100 Family Counseling
- HR 5110 Helping Relationships

Representative Publications and Presentations

Representative Honors and Awards Received
- Superior Teaching Award-College of Liberal Studies-University of Oklahoma, 2009
- Rufus G. Hall Faculty Award-College of Liberal Studies-University of Oklahoma, 2008
- Oklahoma City Public School Community Involvement Award, 1996
- Dr. Willie V. Bryan Service Award - 1994
- Book Award, President’s Committee on the Employment of the Handicapped, 1985
- Special Honors Award, University of Oklahoma Association of Black Personnel, Black Peoples Union and Black Student Services, 1984
- Honorary Membership, Golden Key National Honor Society, 1982
Major Professional Affiliations

- American Lung Association, 1994 (Trustee)
- American Public Health Association, 1992
- Oklahoma Public Health Association, 1992
- Golden Key National Honor Society, Honorary Member, 1983 to Present
- American Association of Collegiate Registrars and Admissions Officers, 1979
- Oklahoma College Personnel Association, 1979
- The University of Oklahoma Black Faculty and Staff, 1972 to present
- National Rehabilitation Association, 1975