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

Course Title:
Human Emotions

Course Number:
HR 5153-101

Course Description:
Most researchers and practitioners agree that emotions are important elements in, and determinants of, our quality of life. Our ability to manage our emotions is intricately related to our state of health and well-being. This study of human emotions will balance theory and research about emotions, including the physiology of emotions and the function they play in our lives, with practice of several approaches for managing our emotions. The class will be a combination of individual and small group activities combined with large group discussions.

Class Dates, Location and Hours:

Dates: August 17-19 & 24-26, 2012
Location: Bldg. 201 SE, Tinker AFB, Oklahoma.
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: July 19, 2012

This military installation is not open to the general public. In order to take courses at this installation, students must have a current military or Department of Defense identification card which allows them to access the installation.

Site Director:
Chris Sartorius. Phone: 405-739-7365 or DSN 339-7365; Fax: 405-739-7365; E-mail: aptinker@ou.edu

Professor Contact Information:
Course Professor: Melinda M. Howard, Ph.D.
Mailing Address: 6232 Olde Harwick Circle
Oklahoma City, OK  73162
Telephone Number: (H) 405-603-7703
FAX Number: (405) 603-7703
(W) 405-271-5757
(C) 405-820-0218
E-mail Address: dr-howard@cox.net
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. MBTI Form M On-Line Assessment: Assessment must be taken by one week before the class begins. Students can access the assessment using the link provided with the instructions on page 4 of this syllabus. NOTE: The $20 fee for the assessment will be charged to the students’ bursar account (Not provided by Follett).

   (If you have taken the MBTI assessment previously, you do not need to retake it. Please e-mail me your type results before class so that I can copy additional information for you.)

5. 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.

**Course Objectives:**

Specifically, during this class, you will:

1. Study and compare various definitions and theories of emotion;
2. Explore the physiology of emotions;
3. Analyze the functional purpose that emotions play in our lives;
4. Assess the relationship between emotions and your health;
5. Analyze the validity of the “emotional intelligence” construct;
6. Identify how your personality preferences influence your emotional management;
7. Discuss and practice cognitive, affective and physiological methods for managing emotions; and
8. Keep a journal of your own significant emotions and apply the concepts learned in class to your own emotional management.

**Assignments, Grading and Due Dates:**

1. Read *Understanding Emotions* and the documents in D2L in the folder called “Pre-class Reading.” Using frequent references to the text and articles, write a 5-6 page paper (typed, double-spaced) that includes:

   - Your own understanding of the definition of “emotions” and the purpose they serve.
   - Your personal experience about how emotions are to be expressed, including what you have learned about emotional expression from your family, significant others, and your workplace(s). For example, were/are they to be freely expressed, suppressed, used to manipulate others, etc.? Were/are certain emotions more acceptable than others?
   - How effectively you think you currently manage your emotions. Include the relationship of your own emotions to your health:
     1. What happens to you physically when you experience certain emotions, especially for an extended period of time?
     2. Do you have any ongoing health conditions that might be attributable to ineffective management of your emotions?

This will be due the first class session.
2. Read (you may skim) *How to Make Yourself Happy and Remarkably Less Disturbable* and *Transforming Anger: The HeartMath Solution for Letting Go of Rage, Frustration, and Irritation.* For at least two weeks prior to class, keep a journal of the stronger emotions you experience, either positive or negative. Include at least 4 entries. For each emotion, briefly describe the event, the emotion(s) you experienced, what thoughts you had about the event, your physical sensation(s), how you reacted/behaved, and what you learned by examining how you reacted. (Note: This is not a diary detailing your daily activities; make an entry only when you experience a significant emotion.) Share if you used the Heart Coherence technique, and/or the Rational Emotive Behavior Therapy (REBT) method from these two books to help you manage the emotion(s), especially difficult ones. Only general learnings, not specifics, will be shared in class. This will be due the first Saturday class.

3. Take the Myers-Briggs Type Indicator on-line if you haven’t taken it previously. I will e-mail the results to you before class for you to print and bring to class.

4. Within three weeks after the last class (if you do not want to receive an “Incomplete”), submit a 4-5 page paper that includes:

- A final summary of what you learned about emotions in general as well as your own emotions specifically, including an analysis of insights you gained by keeping and reviewing your journal and also how your Myers-Briggs preferences affect your emotional experience and expression.
- A description of which approach(es) practiced in class made the most sense and is/are the most helpful to you. Include one example of an application that you did in class and one example of how you used one of the approaches outside of class.
- An analysis of how you might apply what you’ve learned to make your workplace more emotionally healthy.

5. For the third hour credit, read the documents on “Emotional Intelligence” posted on D2L and research other resources. There are several articles on the website [www.eiconsortium.org](http://www.eiconsortium.org). Based on your research, write a 4-5 page paper about the construct of “emotional intelligence” and your opinion of its validity. Share examples from your personal experience. It will be helpful to you to have this completed by the class, but I will accept it up to three weeks after the last class session without penalty.

Grading: This is a letter-graded course: A, B, C, D, or F. A=90-100; B=80-89; C=70-79; D=60-69; F= Below 60.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial assignment and journal</td>
<td>The first class session</td>
<td>40 %</td>
</tr>
<tr>
<td>Final paper</td>
<td>Up to three weeks after the last class session</td>
<td>30 %</td>
</tr>
<tr>
<td>“Emotional Intelligence” assignment</td>
<td>During class or up to three weeks after the last class session</td>
<td>30 %</td>
</tr>
</tbody>
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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.
Online Assessment Instructions for the Client

To Take an Assessment

1. Using a web browser (i.e., Microsoft® Internet Explorer), access the assessment on the CPP Web Administration site:
2. Provide the requested demographic information.
3. Click CONTINUE
4. Follow all directions to complete your assessment.
5. Answer the questions as spontaneously as possible.
6. Respond to every item.
7. After completing the assessment, click DONE at the bottom of the page.

If you cannot complete the assessment in one sitting:

If taking a break from an assessment, be sure to click Done so your responses will be saved and can be recovered when you resume. Write down your User ID number so you can resume using the same User ID. Click Log Out and close your browser session.

a. When you are ready to complete your assessment, go to [http://online.cpp.com](http://online.cpp.com) and enter the Login: “Boomer”, password: “Sooner” (both login and password are case sensitive) and your User ID to return to your assessment.
b. Students must access the correct batch ([Howard Summer12 MBTI](#))

If you have any questions during the self-administration process, please contact [debbieb@ou.edu](mailto:debbieb@ou.edu). Thank you for your participation.
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

Melinda M. Howard, Ph.D.

Education

• 1985 Ph.D. Adult and Community Education, University of Oklahoma
• 1975 M.Ed. Counseling Psychology, University of Central Oklahoma
• 1967 B.A. Sociology, Oklahoma City University

Current Positions

• Manager, Learning and Development, University of Oklahoma Health Sciences Center
• Owner, Howard and Associates, providing consulting services to develop and improve organizational learning systems and provide training programs on interpersonal effectiveness skills with specific application to supervision and management, client/customer service and workshop leadership.
• Adjunct Associate Professor for University of Oklahoma Advanced Programs since 1985
• Adjunct professor for Oklahoma City University School of Adult and Continuing Education (SACE)

Frequently Taught Advanced Programs Courses

• HR 504 3 Seminar in Organization Change and Development
• HR 511 3 Stress Management
• HR 5153 Human Emotions
• HR 5183 Issues in Human Relations Training
• HR 5193 Intervention and Practice in Training

Major Areas of Teaching and Research Interest

• Organization behavior, change, and development
• Human Resource Development
• Performance consulting
• Team building and facilitation skills
• Adult learning theory and training design
• Interpersonal and intrapersonal skills

Representative Experience and Presentations

• Manager, Organization and Clinical Development, Deaconess Hospital, Oklahoma City
• Director of Learning Resources for Integris Health, Oklahoma City.
• Consultant with Personnel Decisions International, a leadership assessment and development firm.
• Co-developer of a National Executive Leadership Institute for vocational rehabilitation; administrators; for twelve years, a contract facilitator for the Institute.
• Co-developer and facilitator for the University of Oklahoma Training and Development Certificate program.
• Senior Consultant for the Oklahoma Center for Nonprofits
• Training Coordinator for the Oklahoma Office of Personnel Management.
• Have been conducting workshops and classes for business, government, education, financial and health care organizations for over twenty-five years.
• Experienced facilitator of team building, visioning, and strategic planning.
• Presented two concurrent sessions at the 1992 American Society for Healthcare Education and Training national conference.
• Presented concurrent sessions at the 1983 and 1987 national conferences of the American Society for Training and Development.