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

Course Title:  
Introduction to Graduate Studies in Human Relations

Course Number:  
HR 5093-492

Course Description:  
This course provides an introduction to and survey of the program of graduate studies in human relations. It is designed to familiarize students with the standards and expectations of multidisciplinary graduate coursework. It emphasizes writing standards and research methods. Additionally, it provides an awareness of the history, theoretical basis, and career opportunities in human relations-oriented organizations. The course introduces students to what is required of practitioners engaged in promoting change in individuals, families, small groups, communities, and organizations. Students will gain practical knowledge of human interactions, diversity, change strategies, communication processes and service. Students will apply knowledge and thinking to the dynamics of human resources, leadership, and social justice issues.

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: Sherryl M. McGuire, Ph.D.  
Mailing Address: 11412 Silver Leaf Lane  
Oklahoma City, OK 73131  
Telephone Number: (405) 478-3337  
E-mail Address: sherrylmcguire@sbcglobal.net  
Virtual Office Hours: Please contact professor for hours  
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.blkstr.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@blkstr.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.).


5. MBTI Form M On-Line Assessment: Assessment must be taken by April 9, 2012. Students can access the assessment using the link provided with the instructions on page 7 of this syllabus. NOTE: The $20 fee for the assessment will be charged to the students’ bursar account (Not provided by Follett).

6. Materials posted on the Electronic Reserve system: Reading Packet containing required readings and hand-outs for class. Access the OU Electronic Reserves Page at http://libraries.ou.edu/eresources/reserves/: enter OU NetID (4x4) and password, and select course and access material. Please contact your local Site Director if you require assistance.

7. Materials posted on the OU Desire to Learn (D2L) system: Course lectures, instructions, discussions, materials and other details are posted on D2L. 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:**
Students will demonstrate communication competence, conceptual analysis and synthesis, an understanding of graduate education standards, and the tools needed for graduate study by completing the writing and group work for each unit and a final project. They will also correctly apply APA manual writing style.

1. To analyze major theoretical approaches to human relations.
2. To compare human relations as an art, science and multidisciplinary field.
3. To examine issues which impede or facilitate effective human relations.
4. To practice communication competence, an understanding of graduate education standards, and the tools needed for graduate study.
5. To be familiar with the historical foundations of human relations.
6. To evaluate diversity and other social issues as a key foundation of social justice.
7. To develop the concept of a service orientation to the human relations profession.
8. To apply the knowledge and skills gained in the program to possible career opportunities in human relations.
Assignments, Grading, and Due Dates:

All written assignments must be typed, double-spaced with 1-inch margins, using 12-point type, and with page numbers. Due dates will be detailed on each unit schedule for the class in the D2L site. Each unit is approximately one month in duration; there are a total of four units. Each unit requires a paper or case study and/or small group exercises, individual exercises, and discussion questions. Typically, there is an assignment due each week. Some units have activities that can be done any time before the end of a unit. Assignments not completed by the due date will not quality for a grade.

Unit I Assignments:

1. Complete the on-line MBTI plus the exercises on values, interests, skills, knowledge, motivation, personal mission/purpose (instructions are in “Content” on D2L website). A) Complete a “Profile Summary” of all your assessment information. B) Additionally you are to write an analysis and interpretation of each of the assessments, incorporating ALL of the information in your discussion.
2. Give feedback (application, analysis, elaboration, evaluation, recommendations) to one other small group member on their self-assessment information.
3. Interpret and apply your self-assessments against the backdrop of ideas / concepts in The Call of Service. Write a 5-6 page paper discussing your interpretations, applications, analysis and synthesis of this concept in relation to yourself. This is NOT to be APA; however, follow directions above on margins, font, page numbers and spacing. Also, use a cover page.
4. Answer two (2) discussion questions. The expectation is that you will post two in-depth original responses using concepts from the reading materials. PLUS, you are to respond to at least one of your classmates’ postings.

Unit II Assignments:

1. Write a paper on critical interpersonal human relations. Select five (5) of Josselson’s dimensions and combine these with concepts from the DeCenzo text to analyze and critique important interpersonal human relations. Use a particular context to discuss the materials, e.g. Child Development Center, church, voluntary organization or a work group. The paper should be 6-8 pages in length. You are to include two (2) additional academic-quality resources (not provided in this course). Use APA style.
2. A) Construct and B) interpret your own Relational Map. See D2L for an example.
3. Give feedback (application, analysis, evaluation, recommendations) to one other person in your small group on their paper and relational map. Research about what good feedback is.
4. Answer two (2) discussion questions. The expectation is that you will post two in-depth original responses using concepts from the reading materials. PLUS, you are to respond to at least one of your classmates’ postings.

Unit III Assignments:

1. Working with your small group, compile a list of 21st century challenges for human relations five levels – global, national, community, workplace and family; there should be two topics for each level (total of 10). You are to dialogue (be sure you know what this is) with your small group members through the discussions space of the D2L website. The dialogue will include discussions, but is a deeper level than just a discussion. Each topic covered should be in-depth and comprehensive. In your dialogue, identify two other academic resources per topic; these can be referenced by title or author's name. No APA listings required. Each person is expected to write dialogue on a total of seven topics, with one or more from each level. Each topic should have a minimum of two writers.
2. The small group is to write a paper (each person is to take a couple sections) on several key organizational concepts. The paper is to be 6-8 pages in length and is to use APA style. Dr. McGuire will provide the topics. The person compiling the paper for the group need only write on one topic.
3. Analyze a case study which involves multiple questions and in-depth analysis including decision-making. This can be done individually; however, a better product always results when done with another person.
4. Complete one exercise on the unit as required.
5. Answer two (2) discussion questions. The expectation is that you will post two in-depth original responses using concepts from the reading materials. PLUS, you are to respond to at least one of your classmates’ postings.

Unit IV Assignments:
1. Compare and contrast IBM’s strategy regarding diversity and teamwork with that of another organization which has little or no such strategy (selected from one’s experience or from research). This is NOT to be APA; however, follow directions above on margins, font, page numbers, and spacing. Also, use a cover page.
2. Read, discuss and identify (with your small group) five major points to be evaluated in Carter's book “Little Tree.” Then discuss these five points with your small group on the D2L discussion space. Each person is expected to discuss some idea(s) for each point.
3. Complete one exercise on the unit as required.
4. Answer two (2) discussion questions. The expectation is that you will post two in-depth original responses using concepts from the reading materials. PLUS, you are to respond to at least one of your classmates’ postings.

Written Assignments will be evaluated for both content and composition. Concise, clear, well organized, and correct writing is expected. All parts and parameters of the assignments are to be addressed. Ideas and assumptions should be supported by referenced examples following APA style when required. Always use 1-inch margins (all four margins) and 12-pt type.

Class Participation will be evaluated based on contributions to class discussions, completion of short activities, clear and concise presentation of ideas and a respect for appropriate timeframes. Class participation includes discussing some assignments, giving feedback to fellow students as appropriate and presenting / facilitating as required. E-mail and discussions need to be kept professional and respectful; use formal communication approaches, as you would in a business environment.

Due dates will be strictly adhered to, and late assignments will receive one letter grade reduction than the work warranted (no exceptions). In the event of extraordinary circumstances beyond your control which prohibit meeting the assignment deadlines, notify the professor immediately, seek her approval of the delay, and suggest a plan for how you will meet the requirements.

Grading:
This is a letter-graded course: A, B, C, D, or F.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Work</th>
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<tbody>
<tr>
<td>A=90% or higher</td>
<td>Demonstrate application, analysis, synthesis, originality, substance, depth and breadth in work; communicate with extraordinary effectiveness in oral and written communications. Each requirement must be turned in on time to qualify for an A.</td>
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<tr>
<td>B=80-89%</td>
<td>Demonstrate detail and accuracy, originality, substance in content; practice effective oral and written skills. If any assignment is late, a “B” is the highest grade possible for that item; and if the material is a “B” quality and late, the item will receive a “C”.</td>
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<tr>
<td>C=70-79%</td>
<td>Demonstrate minimum competency; i.e., the ability to communicate in writing, some originality of thought, adequate substance and coverage of material with minimal errors.</td>
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<tr>
<td>D=60-69%</td>
<td>Significant deficiencies in fulfilling course requirements; inadequate coverage of material; limited in substance; numerous errors</td>
</tr>
<tr>
<td>F=59% or lower</td>
<td>Demonstrate significant errors in addition to inadequate coverage of material.</td>
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The conceptual basis for the grading is based on Bloom’s Taxonomy – it is a hierarchy of thinking. Graduate-level thinking and writing requires the use of the top four levels: evaluation, synthesis, analysis and application. In order to do these, it is expected that one have or gain the knowledge and comprehension of the materials. Bloom’s Taxonomy is listed below from highest to lowest:
**Evaluation:** appraise, assess, critique, select, judge, justify, value, argue, attach, choose, compare, defend, estimate, predict, rate, core, select, support, or evaluate based on specific standards or criteria.

**Synthesis:** originate, combine, integrate, construct, formulate, predict, produce, design, arrange, assemble, collect, compose, create, design, develop, manage, organize, plan, prepare, set up, write, or invent prior knowledge related to a product, plan or proposal that is new.

**Analysis:** examine, take information apart, classify, predict, categorize, compare, contrast, debate, deduct, diagnose, infer, specify, conclude, appraise, calculate, criticize, differentiate, discriminate, distinguish, experiment, question, analyze or test. Application: compute, conclude, construct, demonstrate, determine, use, give an example, illustrate, operate, solve, state a rule or principle, dramatize, employ, interpret, practice, schedule, sketch, solve, or write.

**Application:** compute, conclude, construct, demonstrate, determine, use, give an example, illustrate, operate, solve, state a rule or principle, dramatize, employ, interpret, practice, schedule, sketch, solve, or write.

**Comprehension:** summarize, restate, retell in your own words, put in order, translate, trace, convert, describe, explain, interpret, paraphrase, classify, discuss, express, identify, indicate, locate, recognize, report, review, or select. Knowledge: define, fill in the blank, identify, label, list, locate, match, memorize, name, recall, spell, state, tell, underline, arrange, duplicate, order, recognize, relate, or repeat.

**Knowledge:** define, fill in the blank, identify, label, list, locate, match, memorize, name, recall, spell, state, tell, underline, arrange, duplicate, order, recognize, relate, or repeat.

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.

**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/](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.
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 at http://online.cpp.com/en/CPPLandingPage.aspx?projectId=0ade7111-9f70-45bd-af4d-99b2b399b5ad
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 return to the site to complete your assessment, go to 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 McGuire Summer12 MBTI

If you have any questions during the self-administration process, please contact debbieb@ou.edu. Thank you for your participation.
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

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.

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
Sherryl M. McGuire, Ph.D.

Education

- 1985  Ph.D. in Adult Education, University of Oklahoma, Norman, OK
- 1976  M.S. in Education (Special Education), Oklahoma State University, Stillwater, OK
- 1969  B.S. in Education (Special Education), Oklahoma State University, Stillwater, OK

Current Positions

- Advanced Programs Professor since 1982
- Owner, Organizational Resources, a consulting firm specializing in organization development, leadership and systems change
- Assistant Professor, Adjunct, Department of Human Relations, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5113  Conflict Management in Human Relations
- HR 5033  Leadership in Organizations
- HR 5073  Creative Problem Solving
- HR 5163  Nonverbal Behavior in HR
- HR 5113  Grant Writing & Development
- HR 5083  Group Dynamics
- HR 5110  Helping Relationships
- HR 5110  Total Quality Management
- HR 5193  Intervention & Practice in Training
- HR 5113  Stress Management
- HR 5093  Introduction to Graduate Studies in HR
- HR 5003  Theoretical Foundations of HR
- HR 5183  Issues in Human Relations Training
- HR 5110  Process Consultation
- HR 5043  Organizational Change & Development

Major Areas of Teaching and Research Interest

- Current interests include systems thinking for systems change, servant leadership development, management, and interpersonal effectiveness
- Organization Development and Change
- Health and Wellness
- Assessment and Coaching

Representative Publications and Presentations

- Developed and implemented National Executive Leadership Program
• Presented numerous workshops and classes for business, government, education, financial and health organizations over past twenty years
• Experienced facilitator of team building, conflict resolution and strategic planning

Major Professional Affiliations
• American Society for Training and Development: chapter president, vice-president, committee chair; national and regional conference speaker.