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

Course Title:
Human Resources for the Human Relations Professional

Course Number:
HR 5143-490

Course Description:
The course provides an introduction to and overview of the field of human resource management from a distinctly human relations perspective, with a strong emphasis on interpersonal dynamics. Issues are considered from a variety of perspectives, including that of the employee, the manager or supervisor, and the beginning human resource specialist.

The course introduces students to those areas normally considered part of the human resource management function, including strategic planning, job analysis, recruitment and selection, orientation, staff training and development, performance appraisal, compensation and benefits, occupational safety and health, employee relations, and collective bargaining. These are examined in relation to the changing nature of the workplace, with particular emphasis on legislative requirements, globalization and an increasingly diverse workforce.

Course Dates:
January 2-April 30, 2013
Last day to enroll or drop without penalty: December 4, 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: Wayne Scarth, MSW
Mailing Address: University of Oklahoma
Department of Human Relations
Norman, OK 73072
Telephone Number: (405) 447-4552
E-mail Address: wscarth@ou.edu
Virtual Office Hours: Please contact professor for this information.
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.oklahomauinon.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 oklahomauinon@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.). (Text prices are available online.)

2. 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.

**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/](http://casweb.ou.edu/olr/) or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

**Course Objectives:**
Students will identify the major human resource management issues and practices, as well as the underlying principles and concepts. They will become familiar with the terminology of the field, and develop beginning practice skills. In addition, they will examine a variety of real-life job situations and case studies for problem solving purposes.

**Course Outline:**

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Topic(s)</th>
<th>Chapter(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>HRM Changes and Challenges</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>January 14</td>
<td>Work Flow and Job Analysis</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>January 21</td>
<td>EEO and the Legal Environment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>January 28</td>
<td>Diversity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>February 4</td>
<td>Recruitment and Selection</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>February 11</td>
<td>N/A</td>
<td>N/A</td>
<td>First Test</td>
</tr>
<tr>
<td>February 18</td>
<td>Workforce Size</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>February 25</td>
<td>Performance Appraisal</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>March 4</td>
<td>Training and Development</td>
<td>8,9</td>
<td></td>
</tr>
<tr>
<td>March 11</td>
<td>Compensation</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>March 18</td>
<td>Rewards and Benefits</td>
<td>11, 12</td>
<td></td>
</tr>
<tr>
<td>March 25</td>
<td>N/A</td>
<td>N/A</td>
<td>Second Test</td>
</tr>
<tr>
<td>April 1</td>
<td>Employee Relations</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>April 8</td>
<td>Rights and Discipline</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>Workplace Safety and Health</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>April 22</td>
<td>Unions and International HRM</td>
<td>15, 17</td>
<td></td>
</tr>
<tr>
<td>April 29</td>
<td>N/A</td>
<td>N/A</td>
<td>Final Test</td>
</tr>
</tbody>
</table>
Assignments, Grading, and Due Dates:

A variety of learning tools will be used, including textbook readings, group discussion, case studies, lecture notes and frequent reference to media articles, relevant web sites, and reports. Students will be encouraged to reflect on their own job experiences and share these with the class for learning purposes.

a) End-of-chapter postings: Each week students will be assigned a number of ‘end of chapter’ discussion questions from the text. Answers should be brief (a paragraph or two), but most importantly, must include reasons or arguments for the opinion or solution being proposed. These will serve as a general review and discussion of the material covered in the chapter. These assignments will comprise 20% of the final grade, approximately one point for each chapter response. Grading will be based on the quality and timeliness of the answers.

b) Topic discussions: A number of questions and case studies or scenarios will be posted every week for the topic under discussion, and students are expected to share experiences, ideas and points of view regarding these. Students are not expected to respond or comment on each item, but to respond weekly to at least two of them, and to read the responses from others. (It is not enough to indicate agreement or disagreement, but to substantiate one’s remarks with reasons, data or an alternative point of view). Participation will account for 20% of the final grade. This assignment is intended to foster discussion, dialogue, reflection, and sharing of experiences.

c) Review Tests: There will be three ‘open-book’ tests, spaced throughout the semester (as per the course schedule). The tests will assess student knowledge and understanding of the material from preceding chapters only (for example, the first test will include material from chapters one to five, the second test will include material from chapters six to twelve, and so on). The tests will consist primarily of case studies and application type questions. Each test will be worth 20%, and cumulatively the three tests will comprise 60% of the final grade.

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).
The following is a list of procedures for completing course evaluations:

1. **Procedures for Completion of Course Evaluation:**
   
   Upon completion of the course, students should go to the [Advanced Programs Distance Learning webpage](https://www.advancedprogramsanddistancelearning.com) 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.

2. **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](http://casweb.ou.edu/olr/public/students/orientation.htm)

   - 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

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
Wayne Scarth, MSW

Education
- BA United College
- MSW University of Manitoba, in Canada

Current Positions
- Adjunct Professor, Continuing Education Division, University of Manitoba
- Adjunct Professor, Department of Human Relations, University of Oklahoma
- Adjunct Professor, Advanced Programs, University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5143 Human Resources for the Human Relations Professional
- HR 5133 Change, Challenge and Creativity in the Workplace
- HR 5113 Interpersonal Skills in the Workplace

Major Areas of Teaching and Research Interest
- Human Resource Management
- Interpersonal Skills in the Workplace
- Creativity and Change in the Workplace
- Managing the Human Resource Function
- Thirty years’ experience in the field of corrections in a variety of senior management positions.
- Active in program development, staff training, union management relations, workforce planning, workplace health and safety, and employee relations.

Representative Honors and Awards Received
- Exemplary Service Award, Field of Corrections for the Government of Canada