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

Course Title:  
Cultural Diversity in Human Relations

Course Number:  
HR 5113-230

Course Description:  
This course is intended to examine the issue of cultural diversity as a critical dimension of the broader area of human relations. Particular emphasis will be placed on developing a specific conceptualization from which to analyze current views and practices affecting the achievement of cultural diversity as an organizational goal. Human/civil rights is proposed as the appropriate conceptual base for analyzing past present, and future efforts to make cultural diversity a reality.

Given the restraints of time, this course is built around those aspects of cultural diversity defined by primary physical characteristics which are, consequently, generally protected by state and federal laws. Many of these laws require affirmative/proactive or dis-affirmative/reactive action on the part of business, governmental or other organizations.

This course will use case-studies extensively in an effort to strengthen the theory-practice link so that the course will have continued utility for students who will interface with societal business and non-business organizations in the U.S. society. In addition, audio-visuals, self-assessments and role-playing will be used, as appropriate.

Class Dates, Location and Hours:  
Dates: September 4-9, 2012  
Location: Classes held at Building 2784, Room 301, Kapaun Air Station on Vogelweh Air Base.  
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: August 6, 2012

Site Director:  
Kendra Burnside. Assistant: Janee LeFrere. Phone: DSN 480-6807, Civilian 06371-476807; After Hours: 0174-175-4754 or 0151-2414-2807. Fax: 06371-479839; E-mail: apramstein@ou.edu

Professor Contact Information:  
Course Professor: Charles E. Butler, Ed.D.  
Mailing Address: 3400 N. Marilyn Drive  
Oklahoma City, OK 73121  
Telephone Number: (405) 427-6771  
Fax Number: (405) 325-0842  
E-mail Address: etbjtb@aol.com  
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.).


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:
The objectives of the course are to:
1. encourage students to view problems of cultural diversity from a human/civil rights conceptualization;
2. understand the link between human/civil rights and laws and court decisions that target legally protected groups of individuals with the primary physical characteristics of disability, race/ethnicity/color, age, gender, and national origin;
3. study real and hypothesized situations involving problems of cultural diversity from the human/civil rights perspective in business and non-business organizations, and
4. have students become aware of the status of various protected groups in the United States, with special attention to contemporary interpretations of law and relevant research and contemporary literature.

Assignments, Grading and Due Dates:

General:
Students are expected to read the texts prior to the first class meeting. All work submitted (except the final test and in-class assignments) should be typed and of a quality reflecting serious and mature graduate study. A factor in the grades assigned for all work will be its general appearance, readability, writing style, and evidence of planning and thoughtfulness. Late work will be accepted at the discretion of the professor.

Specific:
- Each student will locate or develop a situation reflective of an actual problem of cultural diversity, or one which could easily materialize in an organizational setting in the private or public sector. Minimally, the situation should: (a) provide background information (organization, players, history, etc.); (b) a description of a critical catalyzing incident (action of an organizational official or participant of dynamics that caused the action, etc.); (c) a set of important questions (moral, legal, administrative, personal, etc.) raised by the problem situation, and (d) reflect what actually was done or should be done in the situation. It is anticipated that the situations will be 2-3 pages in length. Each student should make at least 10 copies of the submitted situation for distribution to the class, as directed by the professor. One copy will be submitted to the professor during the first class session.
- Each student will complete several small assignments (assessment instruments, reaction essays, ratings, etc.) as directed by the professor.
- Each student will complete a comprehensive final examination during the final class session.
- As the Post-Seminar assignment, each student will submit a class diary for each class session. The specific format will be provided during the first class session.
Grading:

This is a letter-graded course (A, B, C, D, F) based on a 100% scale, distributed as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases/situations</td>
<td>Due at first class session</td>
<td>25%</td>
</tr>
<tr>
<td>In-class assignments</td>
<td>As directed by professor</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>Monitored during class</td>
<td>10%</td>
</tr>
<tr>
<td>Final exam</td>
<td>Last class session</td>
<td>30%</td>
</tr>
<tr>
<td>Post seminar diaries</td>
<td>Due September 24, 2012</td>
<td>20%</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.
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

Charles E. Butler, Ed.D.

Education
1970   Ed.D. Secondary School Administration, University of Oklahoma

Current Positions
- Advanced Programs Professor since 1972
- Professor Emeritus, Human Relations and Educational Leadership and Policy Studies, University of Oklahoma

Frequently Taught Advanced Programs Courses
- HR 5113  Cultural Diversity in the Workplace
- HR 5013  Current Problems in Human Relations
- HR/EACS 5613  Human Relations in Education

Representative Publications and Presentations

Representative Honors and Awards Received
- Associate Distinguished Lectureship, 1988
- Nominee for Oklahoma Regents’ Service Professorship, 1983
- Inducted into the Oklahoma Higher Education Hall of Fame, 2006

Major Professional Affiliations
- Member, National Association for Human Rights Workers
- Member, Executive Committee, Southwest Center for Human Rights Workers
- Member, Board of Directors, Oklahoma Higher Education Historical Society
- Life Member, National Education Association
- Member, Oklahoma Retired Teachers Association
- Member, Oklahoma County Retired Teachers Association
- Member, Leadership Training Consulting Group, National Grand Lodge, F&AAAY Masons
- Director of Christian Education, Ebenezer Baptist Church, Oklahoma City, Oklahoma