Course Title:
Introduction to Graduate Studies in Human Relations

Course Number:
HR 5093-227

Course Description:
Human Relations is an interdisciplinary field relating to the interaction of people in various circumstances. The aim of the discipline is facilitating the capabilities of individuals, groups and organizations. Some goals of human relations practices are the development of relationships resulting in both effective organizations and satisfied employees. Human relations also deals with solving problems related to human rights, diversity and equality.

Class Dates, Location and Hours:
Dates: September 11-16, 2012
Location: Ansbach, Germany Education Center.
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 13, 2012

Site Director:
Carla Miller. Assistant: Esther Otis. Phone DSN 467-3325, FAX DSN 467-2376, CIV 011-49-9802-83-3325. Email: apansbach@ou.edu

Professor Contact Information:
Course Professor: Allen A. Cannon, M.H.R.
Mailing Address: University of Oklahoma
52 MSS/DPE
Unit 3655, Box 150
APO AE, 09123
Telephone Number: (49) 6565-61-7555
Fax Number: (49) 6565-942117
E-mail Address: vincemillycannon@ou.edu
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:
This course is designed to increase student understanding of the program of graduate studies in Human Relations by:

1. Assisting students in becoming familiar with graduate education standards and the tools necessary to complete graduate study, such as the APA manual of writing style, research standards, theories and analysis;
2. Developing an understanding of the science and art associated with the interdisciplinary field of human relations and gaining understanding of the applied aspects of Human Relations by professionals which involves studying philosophical, theoretical, and historical influences;
3. Developing knowledge of theories and concepts associated with communication and management skills, as well as leadership and group behavior;
4. Investigating historical and contemporary concepts referring to social justice, discrimination, diversity, as well as increasing knowledge of societal norms and change strategies.

Class attendance and participation:
You are expected to attend all class sessions and to participate in discussions and learning activities.

Assignments, Grading and Due Dates:

Pre-Course Assignment:
Readings: Human Relations Text, Chapters 1-5, 7-9, 11, 13, 16. Read “Taking Sides” text as assigned during class sessions. Use the APA manual as needed.

5-7 Page Essay – 20 points. Due first day of class:
Write a paper that presents your perspective on human relations and answer this question: how have you observed or participated in a significant social change process? This paper should explain the value of human relations principles as relating to your current or previous employment environment. Have you inspired or have you been inspired to create change in your work environment? You should relate those experiences to theoretical prospective provided throughout the text. This essay should be APA format, double-spaced, using Times New Roman Font size 12, 1 inch margins and a cover page. Refer to the APA Publication Manual for assistance in using proper in-text citations, and citations on the reference page. 25 Points

Tentative Class Schedule (Subject to Change):
Session 1. Introduction. We will discuss logistic concerns of the course. We will examine an overview of Human Relations and discuss various theories associated with human relations.
Session 2. In depth discussion of first paper. Each student should be prepared to discuss his or her paper, as well as the human relations issues described in their work environment. We will review of APA format and citation requirements. Review of research
methodologies. We will hold a discussion of the use of the University of Oklahoma Online Library.

Session 3. **Beginning discussion of the Human Relations Text.** We will begin discussion of the Human Relations Text. We will examine the nature of "human relations" and review important information conveyed in each of the assigned chapters.

Session 4. **Continued discussion of the Human Relations Text.**

Session 5. **Student Presentations – “Taking Sides” text. 25 Points**

Each Student will present a topic relating to Social Justice and Social Activism, taking guidance from the “Taking Sides” text. The student will explore both a “pro” and a “con” position of an issue as presented in the text.

Students will identify the chapter he or she wishes to present and notify the instructor in advance. Students should also engage in additional research outside of the required texts.

- The student will summarize the history of the topic.
- The student will summarize the significant organizational, cultural and or societal practices and norms involving the situation.
- The student will address any relevant theoretical constructs relating to the topic.
- The student will identify the significant change agents associated with the topic and his/her contribution to the resolution of the topic.

Session 6. **Continuation of individual projects.** Group discussion on issues relating to human relations. Review of important concepts. Collaborative exercise – time permitting.

**Final Exam: 20 Points.** There will be an open-book, question and answer exam based upon the materials presented in the class. The specifics associated of the exam will be explained during a classroom session.

**Post Seminar Assignment:**

**Two weeks after the last day of the course – follow-up paper. 25 Points**

Write a 5-7 page paper utilizing APA manual formatting (double-spaced, Times New Roman, 12 pt. font, one inch margins). Students shall select, using resources available at the University of Oklahoma library, an **opinion piece** relating to a Human Relations issue and critic the piece. In this critical essay, you will present your support or opposition of the argument and support your point of view with evidence gathered from both texts and other scholarly research sources.

Having conducted a thorough discussion of APA format expectations, as well as a review of initial individual essay in class – the grading criteria for this final essay will be much more stringent than the previous writing assignment. Specifically, your paper should:

- contain in-text citations;
- list at least seven to ten references on the reference page;
- use a separate cover sheet containing the author’s name, title of the course, and the date
Grading:

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

93-100 A; 85-92 B; 77-84 C; 76-69 D; <68 F

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Course Paper</td>
<td>First Night of Class</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Throughout the Seminar</td>
<td>10%</td>
</tr>
<tr>
<td>Individual Presentation</td>
<td>Sessions 4 and 5</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Session 6</td>
<td>20%</td>
</tr>
<tr>
<td>Post Course Paper</td>
<td>Two Weeks Post Seminar</td>
<td>25%</td>
</tr>
</tbody>
</table>

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

Allen A. Cannon, M. H. R.

Education

- Current  Organizational Leadership, Dissertation Phase, Univ. of Oklahoma, Norman OK
- 2004    Masters of Human Relations, Univ. of Oklahoma, Norman, OK

Current Positions

Site Director and Training Coordinator, University of Oklahoma at Spangdahlem

Major Areas of Teaching and Research Interest

- Organizational Development
- Leadership in Organizations
- Issue Framing
- Intercultural Communications
- Multicultural Issues
- Organizational Communications
- Political Communications
- European Union Politics
- Immigration Issues