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

Course Title:  
Seminar in Issues in Human Relations Training

Course Number:  
HR 5183-101

Course Description:  
This seminar provides an overview of human relations training issues and practices. Students will explore principles of adult learning and complete the design and delivery of a brief human relations training session.

Students are expected to be familiar with the texts before the class begins in order to form a common core of information, and to participate fully in all class activities.

Class Dates, Location and Hours:  
Dates: November 2-4 & 9-11, 2012  
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.  
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: October 4, 2012

Site Director:  
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:  
Course Professor: Richard L. Coberg, Ph.D.  
Mailing Address: P.O. Box 6362  
Norman, OK 73070  
Telephone Number: (405) 360-4353  
E-mail Address: drcoberg@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:

- Students will understand their own learning processes and be able to use specific “peak learning” methodologies as evidenced by the pre-class assignment.
- Students will have a greater understanding of a specific “human relations training” issue as evidenced by a group class presentation.

Specifically, students will:

1. keep a learning log and a class journal;
2. participate in a team presentation on a topic related to learning;
3. assess their own learning needs in an area related to human relations training that is of special interest to them; and
4. make a presentation about what they learned, how they learned it, and an analysis of their learning experience.

Assignments, Grading and Due Dates:

Attendance and full class participation are prerequisites for receiving even a minimum grade.

Pre-Class Assignments:

1. Read Peak Learning first. As you begin Peak Learning, keep a "Learning Log". Include in your log (but do not limit yourself to) a description of your experiences with the following activities from the book:
   - Those Slow-Learning Blues
   - Activating Your Inner Learner
   - Personal Learning-Style Profile
   - Mind-Mapping Something that Matters to You
   - Using the Six Hats
   - Your Ideal Learning Place--Not-So-Instant Replay

   This is not a journal or diary, but rather a log in which to jot notes about your experiences and insights related to your own learning during the few weeks before the class. This will be turned in the first class period.

2. Then, read Learning as a Way of Being using the Pro-Active Reading approach in Peak Learning. Write your responses to at least five questions, as outlined, and turn these in the first class period. Examples of topics related to learning are:
   - Self-directed learning and using learning contracts
   - Experiential learning methods
   - Accelerated learning
   - Multiple intelligences
   - Critical thinking
   - Ethics in human relations
   - Using Neurolinguistic Programming (NLP) techniques in education/training
   - Learning styles
   - Adults as learners
   - Aging and learning
   - Diversity training
   - Team building
   - Total quality management
• Leadership training
• Learning organizations
• Conflict management training
• Conflict mediation
• Assertiveness training
• Attitudes and learning
• Self Esteem and learning
• Stress Management training
• Consulting methods and skills
• Career development counseling
• Facilitating group process
• Literacy training
• Continuing education

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Learning Log”</td>
<td>First Class Period</td>
<td>20</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>During Class Session</td>
<td>20</td>
</tr>
<tr>
<td>Learning Team Presentation/Activity</td>
<td>During Class Session</td>
<td>20</td>
</tr>
<tr>
<td>Individual Presentation on your Self-Directed Learning Experience</td>
<td>During Class Session</td>
<td>20</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Last Day of Class</td>
<td>20</td>
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</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

Richard L. Coberg, Ph.D.

Education

1982 Ph.D. in Lifelong Learning, University of Oklahoma, Norman, Oklahoma

Current Positions

Director, Educational Alternatives, University of Oklahoma, Norman, Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5003 Theoretical Foundations of Human Relations
- HR 5013 Current Problems in Human Relations
- HR 5083 Seminar in Group Dynamics
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5113 Grant Writing & Development
- HR 5113 Women & Men in Organizations

Representative Publications and Presentations


Representative Honors and Awards Received

- Oklahoma Safe-Kids Seatbelt Award, 1993
- National Commission Against Drunk Driving 1990 Distinguished Service Award in Prevention
- Advertising Council Award of Merit 1988, Oklahoma Challenge Video
- Outstanding Staff Member 1983, University of Oklahoma Student Association
- Award of Excellence, Managerial Staff Council, University of Oklahoma, 1982

Major Professional Affiliations

- Oklahoma College Personnel Association
- Oklahoma Adult Education Association
- Oklahoma Community Education Association
- Toastmasters International
- Alpha Phi Sigma, National Criminal Justice Honor Society