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

Course Title:
Human Resources for the Human Relations Professional

Course Number:
HR 5143-221

Course Description:
This course is an introduction to Human Resource Management (HRM) for human relations professionals. In a generic sense, HRM encompasses four principles: 1) individual development; 2) career development; 3) performance management; and 4) organizational development. As such, HRM is a multi-disciplinary field with applications to every type of organization. HRM has been defined as a series of processes by which human resources are identified, used, and developed in ways that strengthen organizational effectiveness by increasing problem solving capabilities and planning (The Organization Development Institute, 1991).

The organizational development/management efforts are offered to employees for at least five reasons: 1) to develop new or replacement knowledge and skills; 2) to improve work performance and promotability; 3) to enhance general personal growth; 4) to improve group and overall organizational effectiveness; and 5) to improve an organization.

First, this rationale is consistent with career development--the process of matching organizational and individual needs through multiple approaches. Such a process allows for greater adaptation to various work roles in career paths. Intervention combines appropriate employee assessment and development, leading to optimal matches of people and jobs.

Second, this rationale is consistent with training--the learning experiences provide employee’s on-the-job applications, as well as educational opportunities away from work. These experiences promote organization objectives, while at the same time they develop individual employees through career advancement and improved job satisfaction. Examples may include: developing interpersonal communication skills, ability to use new technology more effectively, or developing leadership skills.

Third, and finally, the above reasons are consistent with HRM principles; that is, strategies to increase effectiveness, quality of life, and job satisfaction. Ten purposes of the principles are: 1) to clarify goals and objectives; 2) to align employee and unit goals; 3) to make organizations more effective; 4) to deal effectively with technical and human problems; 5) to improve teamwork between unit leaders and their subordinates; 6) to promote openness of differences and problems; 7) to improve the decision-making process; 8) to deal with change; 9) to improve individual and team relationships; and 10) to translate consensus into action.

In summary, this course provides HR students with: basic knowledge to understand what HRM is (and is not), HRM roles and jobs, how HRM fits into the total organization, HRM competencies, professional and ethical HRM issues, and the evolving nature of HRM.

Class Dates, Location and Hours:

Dates: October 16-21, 2012
Location: Classes held at Building 2784, Room 301, Kapaun Air Station on Vogelweh Air Base.
Hours: Tues - Fri. 6:00 p.m. - 9:30 p.m.; Sat. - Sun. 8:30 a.m. - 4:30 p.m.
Last day to enroll or drop without penalty: September 17, 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: Trent E. Gabert, Ph.D.
Mailing Address: 3014 Walnut Road
Norman, OK 73072
Telephone Number: (405) 740-5778 (Cell)
(405) 364-3077 (Home)
Fax Number: (405) 325-7132
E-mail Address: tgabert@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.).


3. Materials posted on the OU Desire to Learn (D2L) system: 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.

The above readings are required and it is expected that students will complete the above readings in entirety before the beginning of the seminar.

Course Objectives:

After effectively participating in this course, a student should be able to:

- operationally define HRM (this includes how HRM may be used in your organization);
- describe the basic components of HRM: individual development – including personal training, education, and development; career development; performance management; and organization development;
- outline the outputs or roles of HRM personnel (i.e., the products and services of HRM personnel); the quality requirements of each output; and the management of employee behavior;
- describe the processes of acquiring, developing, and rewarding human resources;
- describe the core technical, business, interpersonal, and intellectual competencies needed by all HRM practitioners and other competencies needed in various HRM roles;
- recognize areas of ethical and legal concerns within HRM;
- identify current and future challenges and issues facing HRM;
- assess your own interest in and current knowledge and skills related to HRM as a profession;
- demonstrate the development, presentation of, and evaluation of a workshop in HRM.
Assignments, Grading and Due Dates:

Several student related obligations are assumed: 1) attend all course seminar sessions, unless specific and individual approval of absence is granted by the professor; 2) complete all required readings; 3) complete all course-related assignments in a timely manner; 4) participate qualitatively in class discussions and other course related activities (presentations, simulations, exercises, etc.); and 5) complete the final examination and paper requirements.

The lectures and presentations will provide important material and, therefore, you should be prepared to take notes and integrate this material with your required readings. PowerPoint presentations will be posted on D2L for this course approximately two weeks before the class begins. Please download the PowerPoint presentations and bring to class.

1. Pre-seminar assignment. After reading the textbooks:
   a. Operationally define HRM.
   b. Briefly discuss the purpose of HRM according to the text.
   c. Identify three HRM needs that you believe exist in your organization.
   d. Choose one of the HRM needs you identified in ‘c’ and describe how this need began and who you feel are the key players in this need.
   e. Finally, discuss either what the organization (from ‘c’) is doing to address the need, or how you believe the need may be addressed through career development, training, education and development of personnel, or organizational development. Include in your discussion a brief action plan to address the need.
   f. What value do you see for my including the Berry and Seltman text in our readings for this course?

The intent of this assignment is to get each student into the textbooks before the seminar begins to allow you an opportunity to connect your own experience with the text materials, and to allow you to put the text information into an organizational scenario. Basically you are looking at personal, career, or organizational situations that should make your organization efficient, productive and a great place to work. Two suggestions about this assignment: don’t make too much of it, don’t take it too lightly. This assignment will be graded on content, organization, writing style, and use of proper documentation and citation style. This assignment must be typed (use 12-pt. font), number each page, and use APA format. Send to me 5 days prior to the beginning of the class (send as an email Word attachment or place in the D2L Dropbox for this course). I will then be able to read your papers prior to the beginning of class. Approximately five pages; include a cover page, followed by a short abstract (brief summary of what is in your paper), then the body of your paper, and references. Use citations and references as appropriate. If submitting the paper prior to class creates an undue hardship, please let me know and then bring your paper to the first class meeting.

Please send pre-seminar papers to professor via email or Desire2Learn 5 days prior to the first day of the seminar. October 11, 2012.

2. In-class. Completion of experiential exercises, class discussion and presentations, and in-class activities. Several review reflections will occur during class sessions to help you prepare for the final essay exam. The reflections will be objective questions or short-answer reflections on readings for the day and previous session activities, with the intent of review and clarification.

3. Group project. Group development and presentation of a project assignment. The seminar class will be divided into small groups (two to five members) based on common interests, background experiences, or common time schedules. Working in teams, group members will design and present a team project (workshop) on a topic of interest as related to this seminar. Topics may be chosen from: employee benefits, employee development (reengineering), equal employment opportunity, professional ethics, wellness (health, fitness, stress management), performance appraisal, motivation and incentives, organizational design and development, recruiting-hiring-promotion issues, safety and security, substance abuse, team building, diversity training, and preventing sexual harassment at work. Other topics may be selected based on in-class discussion and agreement.
This group assignment requires members to make a 45 minute (approximate time) presentation of a workshop format for the topic selected. Presenters should include at least two activities in which all class members can participate during the presentation. A complete time-management outline or agenda of the workshop must be written and shared with all class members. Complete references must accompany the handout. Presentations will occur on the last day of class. One final group project paper, in more detail than the document shared with the class members, will be due to the professor at the time of presentation.

4. A comprehensive, final essay examination, in which participants are evaluated on their understanding of the course material, will occur near the end of the course.

**Tentative: Readings – Class Topic:**


Day 6 – Workshop presentations. Discussion of final paper.

**PowerPoint Slides will be important in this class**

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<thead>
<tr>
<th>Assignment:</th>
<th>Due Date:</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Pre-seminar review paper</td>
<td>Midnight October 11, 2012</td>
<td>20</td>
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<tr>
<td>In-class participation and reflections</td>
<td>During class sessions</td>
<td>15</td>
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<tr>
<td>Group presentation and paper</td>
<td>During class – last day</td>
<td>30</td>
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<tr>
<td>Final exam</td>
<td>Near the end of the class</td>
<td>35</td>
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<tr>
<td>Total</td>
<td>N/A</td>
<td>100%</td>
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**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.
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

Trent E. Gabert, Ph.D.

Education

- 1970  Ph.D., University of Wisconsin (Motor Development)
- 1962  M.S., University of Wisconsin (Health Education)
- 1961  B.S., University of Wisconsin (Physical Education)
- 1976-77  (Sabbatical) - Post-Doctoral Studies - Pennsylvania State University
- (Sabbatical) - Post-Doctoral Studies - United States Military Academy, West Point, NY

Current Positions

- Associate Dean, College of Liberal Studies
- Administrator, Brock International Prize in Education
- Professor, Department of Health and Exercise Science
- Research Associate (WOC), Consultant - Federal Aviation Administration
- Adjunct Professor - Human Relations Advanced Programs
- Committee Member – State of Oklahoma Public Employee’s Council

Major Areas of Teaching and Research Interest

- Leadership development
- Analysis of organizational structure
- Managing and financing sport
- Behavioral psychology
- Human Resource Management
- Management issues: motivation and job satisfaction

Representative Publications and Presentations


**Representative Honors and Awards Received**

• Outstanding Freshmen Seminar Professor – University of Oklahoma 1999
• Outstanding Service Award - College of Liberal Studies, 1997
• Outstanding Service Award - College and University Administrators Council, 1996
• Kenneth E. Crook Award - Outstanding Academic Professor in the College of Liberal Studies, 1995
• Scholar of the Year - Oklahoma Association of Health, Physical Education, Recreation, & Dance, 1988
• State of Oklahoma Honor Award for Leadership and Service in Health, Physical Education & Recreation, 1980

**Major Professional Affiliations**

• Council of College and Military Educators
• Association of Graduate Liberal Studies Programs
• University Continuing Education Association
• International Association of the American Management Association
• Research Council - Oklahoma Association for Health, Physical Education, Recreation and Dance
• Past-President - College and University Administrators Council
• Equal Opportunities Committee, University of Oklahoma, 1995-98.
• North American Association for Sport Management
• American Alliance of Health, Physical Education, and Recreation
• North American Society for the Psychology of Sport and Physical Activity