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

Course Title:
Assessment in Organizations

Course Number:
HR 5113-227

Course Description:
This course will focus on the methods for collecting, organizing and analyzing data. The course will cover theoretical issues related to organizational climate and culture as well as the development of data collection through survey instruments, structured interviews, and focus groups. Students will analyze complex data and develop a feedback process so organizations can understand the data and implement strategies to improve organizational effectiveness.

Class Dates, Location and Hours:
Dates: November 13-18, 2012
Location: Wiesbaden, Germany. Class will be held in the basement of the Education Center Building at Clay Kaserne, Building #1023 E.
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: October 15, 2012

Site Director:
Wade Jackson. Assistant: Nicole Gray. Phone: DSN 337-5937, CIV 0611-705-5937; Fax: 0611-705-6188; E-mail: apwiesbaden@ou.edu

Professor Contact Information:
Course Professor: Dr. Chan M. Hellman
Mailing Address: OU-Tulsa
4502 East 41st Street
Tulsa, OK 74135
Telephone Number: (918)-660-3484
Fax Number: (918)-660-3490
E-mail Address: chellman@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:**

- Understand organizational assessment as it relates to mission effectiveness.
- Learn techniques of organizational assessment
- Design, implement and present an organizational assessment project

**Assignments, Grading and Due Dates:**

In the period of time available, it will be impossible for us to cover all the information in the textbook. Therefore, before the first day of class, you should have read each chapter. However, the data analysis and reporting will be covered in class.

1. Students will select an organizational issue impacting employee behavior.
2. Students will examine the organizations mission statement and how the issue impacts mission effectiveness.
3. Students will develop a data collection process for assessing the organizational issue.
4. Students will develop a data management process for analysis and reporting.
5. Students will present their assessment project to the class on the final day.

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<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Required reading</td>
<td>Prior to first day of class</td>
<td>Required</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Tuesday -- Sunday</td>
<td>20%</td>
</tr>
<tr>
<td>Final Assessment Project</td>
<td>Last day of class</td>
<td>40%</td>
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<tr>
<td>Oral presentation</td>
<td>Last day of class</td>
<td>40%</td>
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Grading: This is a letter-graded course: A, B, C, D, or F. This course is graded as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>≥ 90% *</td>
</tr>
<tr>
<td>B</td>
<td>≥ 80% &lt; 90% *</td>
</tr>
<tr>
<td>C</td>
<td>≥ 70% &lt; 80% *</td>
</tr>
<tr>
<td>D</td>
<td>≥ 60% &lt; 70% *</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60% *</td>
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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
Chan Hellman, Ph.D

Education

Current Positions
- Associate Professor – Department of Human Relations, The University of Oklahoma.
- Advanced Programs professor since 2005

Frequently Taught Advanced Programs Courses
- Research in Human Relations
- Organizational Assessment
- Leadership in Organizations
- Non-profit Organization
- Grant Writing

Major Areas of Teaching and Research Interest
Chan is the founding director of the OU-Tulsa Center of Applied Research for Nonprofit Organizations. The Center of Applied Research for Nonprofit Organizations seeks to create and maintain a culture of inquiry through conducting original research on nonprofit agencies’ impact on the quality of life among all citizens. The hallmark of scholarship is the capacity to contribute new knowledge in a specific area. Since its inception in 2005, faculty working with the Center has generated nearly $750,000 in external funding. Faculty and students working with the Center have published 20 peer-reviewed journal articles and presented more than 50 papers at national scholarly conferences. Finally, the Center has provided support to four PhD dissertations and five master’s theses. The research generated from the Center has helped nonprofit organizations implement policy change and, improved strategic planning, fundraising capacity and client well-being.

Representative Publications and Presentations