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

Course Title: Research in Human Relations

Course Number: HR 5023-490

Course Description: During this course, we will attempt to survey the topic of research and its role in the social sciences. Many times in research involving human subjects, exact answers cannot be obtained and the researcher must draw conclusions by inference; thus, the use of statistical analysis becomes extremely important. The quantitative portion of this course will be an introduction to elementary statistics such as central tendencies, standard deviation, variance, correlation coefficients, regression analysis, z scores, student t tests, Chi square, One Way ANOVA, hypothesis testing to include among other tests the testing of the difference in population means and population proportions, and developing confidence intervals for estimating population means and proportions. Although much calculating will be involved, the primary thrust will be, hopefully, toward the understanding of the use of the statistical values obtained and their meanings in research endeavors. Before beginning the discussion on statistics, the basic research methods used in behavioral research will be discussed. These methods will include, but not be limited to, historical, survey, observation, questionnaire, simulation, content analysis and experimental approaches to Human Relations.

Course Dates:
   September 1-December 31, 2012
   Last day to enroll or drop without penalty: August 3, 2012

Site Director: This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:

   Course Professor: Eddie Carol Smith, Ph.D.
   Mailing Address: 1000 Asp Avenue, Room 212
                    University of Oklahoma
                    Norman, Oklahoma 73072
   Telephone Number: (405) 329-2942
   E-mail Address: ecsmith@ou.edu
   Virtual Office Hours: 0900 to 1030 (Norman time) and 1900 to 2100 (Norman time) Monday through Friday except when in Europe teaching or when having a non-virtual meeting. Other non-set hours Monday through Friday when contacted by students. Numerous but non-set hours Saturday and Sunday when contacted by students.
   Professor availability: The professor will be available via e-mail and other methods by arrangement.
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.).


   or


   or


3. Calculator: It is most strongly recommended that a TI-84 Plus calculator be purchased or borrowed for use in this course. It will make the calculating portions of this course easier. (Not provided by Advanced Programs.)

4. 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.

OU E-Mail:

All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:

The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course goals or overview:

The goals of this course are for students to develop an understanding of research methodologies and the research protocols used when humans are the subjects of research as well as developing an understanding of the use and power of statistics as a tool in research.
Course Objectives:
When a student completes this course, the student should:

1. understand the importance of research and its contribution to the field of Human Relations in particular and society in general;
2. develop an understanding of the various research methods and an appreciation of how some of them might be used in the area of Human Relations;
3. attain an appreciation of elementary statistical methods;
4. begin to use these statistical methods without anxiety and with a degree of confidence; and
5. have developed more sensitivity toward the ethical considerations in research.

Assignments, Grading, and Due Dates:
This course will be divided into two distinct sections:
1. how to design research endeavors that use humans as subjects; and
2. how to treat/analyze the data obtained from the research endeavor.

Grading: This is a letter-graded course: A, B, C, D, or F. The course will not be curved. In order to earn an A the student must earn at least 90% or 540 points, etc.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten homework assignments</td>
<td>Various</td>
<td>150</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm examination</td>
<td>About Mid-Term for the Course</td>
<td>150</td>
<td>25%</td>
</tr>
<tr>
<td>Journal assignments</td>
<td>Various</td>
<td>100</td>
<td>17%</td>
</tr>
<tr>
<td>Final examination</td>
<td>Last Week of the Semester</td>
<td>200</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>N/A</td>
<td>600</td>
<td>100%</td>
</tr>
<tr>
<td>Extra Credit Pop Quizzes</td>
<td>N/A</td>
<td>10 points for each quiz</td>
<td>N/A</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>One Week after the Final Examination is Due</td>
<td>Up to 80 points</td>
<td>N/A</td>
</tr>
</tbody>
</table>

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) or F and may adversely impact Tuition Assistance and/or Financial Aid.

Policy for Late Work:
Late work will not be accepted unless approved by the instructor prior to the deadline for submission of the work. Approval is not automatic and will be granted if, and only if, there is an appropriate reason for granting an extension for submitting the work.

Attendance Policy:
Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, or e-mail, as needed.

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: [http://webapps.ou.edu/it/](http://webapps.ou.edu/it/) or contacting them by telephone at: (405) 325-HELP (4357).
Procedures for Completion of Course Evaluation:

Upon completion of the course students should go to the Advanced Programs Distance Learning webpage and click on the applicable semester link under “Course Evaluations” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.

Important information you should know about online courses:

• To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

• Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm

• If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

• Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

• If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

• After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

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.

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
Eddie Carol Smith, Ph.D.

Education
• 1959 BS in Chemistry, University of Kentucky
• 1963 Ph.D. in Biochemistry, Iowa State University

Current Positions
• Advanced Programs Professor since 1987
• Regents’ Professor, University of Oklahoma
• David Ross Boyd Professor of Chemistry and Biochemistry, University of Oklahoma
• Vice President for Research Emeritus/Graduate Dean Emeritus, University of Oklahoma

Frequently Taught Advanced Programs Courses
   HR 5023 Research in Human Relations

Major Professional Affiliations
• American Chemical Society
• American Society for Biochemistry and Molecular Biology

Representative Honors and Awards Received
• Selected by students in their first year of awards as the Outstanding Faculty Member for the College of Arts and Sciences
• David Ross Boyd Professor, based on teaching and advising students
• Inducted into the Oklahoma Higher Education Hall of Fame