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

Course Title:

Human Resources for the Human Relations Professional

Course Number:

HR 5143-490

Course Description:

Human Resources for the Human Relations Professional is designed as an introduction to the discipline of Human Resources (HR) aka Human Resource Management (HRM). HR is a broad and at the same time narrow discipline centrally concerned with an organizations most important resources: humans! HRM deals with the management-not to be confused with supervision- of those **human resources**. Components of HR include but are not limited to compensation, hiring, performance management, organizational development, safety, wellness, benefits, employee engagement, communication, administration, and learning and development.

Participants will explore the concepts and ideas above along with several others. Specific course goals, objectives, and learning activities are explained in detail below. At its core, this course serves as an introductory survey of the Human Resource discipline. Additionally, and equally important, this course aims to explore the value proposition of Human Resources as an organizational entity.

Course Dates:

> January 2 – April 30, 2017
> Last day to enroll or drop without penalty: December 4, 2016

Site Director:

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

Professor Contact Information:

Course Professor:	Eric Sourie, MHR, PHR, SHRM-CP
Mailing Address:	Department of Human Relations
	Physical Sciences Building
	601 Elm Ave., Room 728
	Norman, OK 73019
Telephone Number:	405-325-7052
Email Address:	esourie@ou.edu
Professor availability:	The professor will be available via email to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at http://www.bkstr.com/oklahomastore/home is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Ulrich, D., & Brockbank, W. (2005). *The HR value proposition*. Boston, MA: Harvard Business School Press. ISBN 9781591397076.

2. Noe, R.A., Hollenbeck, J.R., Gerhart, B., & Wright, P.M. (2016). *Fundamentals of human resource management* (6th ed.). New York, NY: McGraw-Hill. ISBN 9780077718367.

3. As relevancy allows, additional readings and other useful learning activities will be placed on Desire 2 Learn (D2L). Access D2L at http://learn.ou.edu; enter your OU NetID and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: Follett 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 Follett.

Additional Support for Learning:

- The following resources and websites will be essential to your success. They will be referenced throughout the course. In addition, they will be invaluable reference and research resources.
    o Society for Human Resource Management (SHRM)- www.shrm.org
    o College and University Professional Association for Human Resources (CUPA-HR)- www.cupahr.org
    o Association for Talent Development (ATD)- www.atd.org
    o Equal Employment Opportunity Commission (EEOC)- www.eeoc.gov
    o Bureau of Labor Statistics- www.bls.gov
- The following are excellent writing resources. Visiting and familiarizing yourself with them is strongly recommended.
    o Purdue Online Writing Lab https://owl.english.purdue.edu/owl/
    o OU Writing Center www.ou.edu/writingcenter.html
    o American Psychological Association (for APA format assistance) www.apastyle.org
    o Chicago Manual of Style Online (for Chicago Style formatting) www.chicagomanualofstyle.org

Course Goals:

The overarching goal of Human Resources for the Human Relations Professional is to introduce students to the breadth and depth of the Human Resources discipline. More specifically, course goals are as follows:

- Introduce students to the breadth and depth of Human Resources.
- Examine the role of Human Resources.
- Explore Human Resources' value proposition.
- Examine the relationship between Human Resources and Human Relations.

Learning Outcomes:

The number of potential learning outcomes for this course is countless. Nevertheless, the following serve as primary learning outcomes:

1. Explain foundational Human Resource terminology, concepts, theories, and principles.
2. Discuss the role of the various functional areas within Human Resources.
3. Articulate in detailed and specific terms the value HR can offer organizations.
4. Identify emerging issues and trends in the Human Resource landscape.
5. Discuss HR's future; both opportunities for growth and challenges to its' existence.
6. Describe some of the competencies necessary for effective Human Resource professionals.
7. Discuss both orally and in writing HR issues, principles, and concepts using generally accepted HR terminology.

Expectations:

Students are expected to be active participants in the course. This expectation is amplified due to the online course delivery. Student participation in course discussions is expected to be intentional and based

on critical reflection of the readings and the students own research. Students are expected to come to each discussion prepared; having read the assigned readings.

OU Email:

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

Online Orientation:

The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at: http://www.ou.edu/content/cas/online/student-online-orientation.html

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at http://www.ou.edu/content/cas/online/student-information.html or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Assignments, Grading, and Due Dates:

Learning Activities and Assignments:

A variety of learning activities and assessments will be utilized. Among the activities utilized include assigned readings, class discussions, reflection papers, case studies, videos, and multimedia presentations.

Participation/Discussions:

This course is centered on the critical analysis and exchange of ideas, theories, and concepts. As such, your participation in class and group discussions is paramount. Discussions will be based on assigned readings and any other learning activities utilized. During discussions you must **post at least one original statement and then comment or reply to at least two other posts by your classmates.** Both your original comment and replies must be complete thoughts. For example, yes and no replies will not be counted as your comments. Original posts should be centered in your analysis of the readings, videos, etc.… You can present questions as your original post. However, those should be accompanied by some analysis with your question e.g., why you are asking the question. I will participate in the discussions as well.

Discussion will occur each week unless otherwise noted. Discussions will be released in D2L each Monday at 12:05 AM and remain open until Sunday night at 11:55 PM. Missing a discussion results in a forfeiture of points. Discussion forums in D2L will house the discussions. **(10 points each)**

Group Discussion/Assignments:

Periodically throughout the semester, students may work in groups during class. The groups may analyze case studies, videos, or other discussion questions designed to examine and analyze an issue. The group work may also be used to facilitate broader course discussion. Discussions will be released in D2L each Monday at 12:05 AM and remain open until Sunday night at 11:55 PM. Missing a discussion results in a forfeiture of points. Discussion forums in D2L will house the discussions. **(10 points each).**

Self-Assessments:

Occasionally, students will be assigned self-assessments. These are designed to assist students in assessing their grasp of the course content or specific skills, knowledge, abilities, and competencies. When assigned, self-assessments will be released in D2L each Monday at 12:05 AM and remain open until Sunday night at 11:55 PM. Missing a discussion results in a forfeiture of points. Discussion forums in D2L will house the discussions. **(10 points each).**

HR Value Proposition Reflection Paper:

Perhaps no greater challenge faces HR professionals and departments than delivering value. Indeed, as budgets continue to tighten and organizations look to exist **leaner**, HR must be clear in articulating and delivering value. To this effect, it is crucial that we understand the value HR can bring to organizations. In light of these realities, **each student shall submit a critical reflection paper that discusses the Human Resource value proposition.**

Potential questions to consider:

- What is meant by HR value or HR value proposition?
- Why is the HR value proposition important?
- What must HR consider in trying to deliver value?
- In what ways can HR provide value?
- What are the specific implications for HR professionals in responding this HR value proposition?

The paper should examine Reflection papers **should be 5-7 pages in length written in Chicago Style or APA format, 6th edition. (25 points) Due February 19, 2016 in dropbox.**

Final Research Paper:

Each student shall submit a final paper. The paper should critically examine an issue or topic related to Human Resources. Topics may be broad or specific. For example, one could write about the broad topic of Learning and Development. Conversely, one could choose to be more specific in regards to Learning and Development and write about the implications of the generations on organizational Learning and Development efforts. Both valiant topics. However, one is more specific than the other (and may be easier to write about and produce a **better** paper).

In addition, paper topics do not have to be HR functional areas (e.g., compensation, benefits, learning and development, etc…). Indeed, topics need only be HR related. There are a number of directions you could go outside of the HR functional areas. Some of those topics include **employee engagement, onboarding, employment law, HR and Technology, ACA and its implications for HR,** etc… You could argue for or against a law, idea, theory, or practice. You could write about trends, emerging issues, or changes you see coming. Again, there are different approaches to the assignment; no cookie cutter strategy.

It is important to note, this is not a book report or summary! Theoretical and conceptual grounding is important. However, it needs to be specific and **not a summary or report**. This is you taking an idea from readings, videos, discussion, etc.… and then thinking critically and reflectively about it. Then, developing your thoughts to paper in clear, logical, organized, and evidence based manner. **Engage the idea!**

Questions/ideas to consider when writing include (**not exhaustive- and only a few or none may be relevant to your desired approach. These are only meant to assist**):

- Why is this issue/topic relevant?
- How did this issue/topic become relevant?
- What is the current landscape surrounding this issue?
  - What are the current trends regarding this issue?
  - Are there differing schools of thought regarding this issue? If so, what are they?
- How might this issue evolve in the future?
- How might this issue be improved upon?
- Initial impressions of readings and discussions;
- Changes (if any) in student thought as a result of readings and discussions;
- Areas of deep disagreement or agreement with an issue or aspect of an issue;
- Suggested new perspectives on an issue;
- Implications for practice.

The paper should be 10-12 pages in length written in Chicago Style or APA format, 6th edition. (50 points) Due in dropbox April 30, 2017

Final Group Project:

Students will work in groups on a comprehensive group project. The goal of the project is to analyze an HR issue, collaborate with group members on a solution; and develop a clear, thorough, and organized proposal. Each group will present their findings. **Students are strongly encouraged to meet periodically throughout the semester.** Group discussion forums will be made available in D2L. Final projects will be deposited in D2L drop boxes.

You have creative freedom as to what your presentation entails and how you go about it. However, at a minimum, projects should include the formal written proposal, relevant handouts, and a presentation component e.g., PowerPoint, prezi, etc. Prepare as if you will be presenting to actual boards of directors, organizational leadership, HR leadership, steering committees, and etc.

Topics will be shared with students the first week of class. Students will select groups in week 2. **Due April 23, 2017. 50 points per group member**

Final Group Project will be graded on the following:

- **Thoroughness:** Did you address what was asked-the problem? Were you thorough in your treatment of the problem or did you just regurgitate HR language? Did you think critically about the problem? Did you consider alternative solutions?
- **Clarity:** Is your proposal's direction clear? Are documents and presentation materials clear?
- **Collaboration:** Did all group members participate and work together?
- **Handouts:** Did you provide handouts? Are they quality handouts? Do the handouts support the presentation?
- **Proposal and Presentation:** Is there a presentation and written proposal? Do they address the issue and/or problem? Do they support one another?

Grading:

This is a letter-graded course: A, B, C, D, or F. The course will be graded as outlined below:

A=90%-100%
B=80%-89%
C=70%-79%
D=60%-69%
F=59% and lower

Grades are based on the total points earned throughout the course.

Written assignments will be graded on the following:

- **Clarity:** Are your ideas and points clear? Is it hard to decipher what you are saying and where you are trying to take the reader? Is your position clearly stated (think thesis and its development)?
- **Organization:** Is your paper organized? Is there a clear thesis statement with subsequent supporting paragraphs? Do the supporting paragraphs have topic sentences? Is there a conclusion?
- **Cohesion:** Does your paper flow together? Do the parts represent the sum?
- **Evidence based:** While these are exercises in reflection and critical analysis, are the claims that you make based on research, facts, etc.? Are your claims and positions supported? Have you cited your sources?
- **Grammar:** Is your paper grammatically sound?

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.

Communication and Feedback from Instructor

I am available for face to face meetings. Students desiring such a meeting should schedule an appointment via e-mail or phone. E-mail may very well be the most effective and efficient mode of

communication. I will make every attempt to reply no later than 48 hours from receipt. Every attempt will be made to answer sooner.

Course discussions will be graded 5-7 days after their occurrence. Reflection papers will be graded and returned to students 7-10 days from receipt. Final paper will be graded and returned to students in 10-14 days from receipt. Final group projects will be graded 3-5 days after presented.

Please feel free to contact me with any questions or concerns.

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

Late assignments and Make-up Policy:

Course discussions are critical to the course. Due to the timed, online format, making up discussions is not feasible. Late reflection papers will result in a letter grade reduction per week they are late. Group projects are due the final week of class. As such, there is no ability to make the projects up.

Absences:

Presence at course discussions and group project meetings is mandatory. You must be present at both to successfully complete the course. Students should make every effort to alert the instructor-ahead of time- of any absences. I am totally aware that life happens. In the event something unforeseen happens, please contact me so we can discuss if alterations are feasible in this scenario. In addition, students should make every effort to alert their classmates-ahead of time- that the student will miss group meetings and/or discussions.

Religious Observance:

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty. [See Faculty Handbook 3.15.2]

Reasonable Accommodation Policy:

Students requiring academic accommodation should contact the Disability Resource Center for assistance at (405) 325-3852 or TDD: (405) 325-4173. For more information please see the Disability Resource Center website http://www.ou.edu/drc/home.html In addition, you may contact your local OU Site Director. Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

Title IX Resources and Reporting Requirement:

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on call 24/7. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405-325-2215 (8 to 5, M-F) or OU Advocates at 405-615-0013 (24/7). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. For more information, please see http://www.ou.edu/eoo.

Adjustments for Pregnancy/Childbirth Related Issues:

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your professor or the Disability Resource Center at 405/325-3852 as soon as possible. Please see http://www.ou.edu/eoo/faqs/pregnancy-faqs.html for answers to commonly asked questions.

Statement about the MHR Program Planner and Human Relations Website:

Students should become familiar with the MHR Program Planner that was sent to each student upon admission into the program. The planner has a description of the HR program objectives and

requirements, suggestions for graduate study, financial assistance, and graduation information. Of particular interest is the information on the comprehensive exams and the internship. For further information please visit the Department of Human Relations Website at: http://www.ou.edu/cas/hr

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/ 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 Online Learning Information webpage and click on the applicable semester link under "Online Course Evaluation" 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.

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.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. 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 Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local 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.

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/

Eric R. Sourie, MHR, PHR, SHRM-CP

Education

- 2001   Bachelor of Arts, Psychology, Langston University
- 2003   Master of Human Relations, University of Oklahoma

Current Positions

- Instructor & Coordinator, Human Resources Degree Concentration (Nov. 2015-Present, Department of Human Relations, University of Oklahoma.
- Human Resources Manager, University Outreach, University of Oklahoma (March 2013-2015)

Frequently Taught Courses

- Introduction to Human Relations
- Human Resources for the Human Relations Professional
- Social Issues in the Workplace
- Introduction to Human Resource Management
- Business Management and Strategic Planning
- Employee and Labor Relations

Major Areas of Teaching and Research Interest

- African American Studies
- Diversity, Equity, and Inclusion
- History of Education
- Human Resource Management
- Race and Education
- Race and the Workplace

Major Professional Affiliations

- Oklahoma CUPA-HR (College and University PROFESSIONAL Association for Human Resources)
- Society for Human Resource Management (SHRM)
- ASTD (American Society for Training and Development) National
- Central Oklahoma ASTD