



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5143-496: Human Resources for the Human Relations Professional

Course Description:

This course provides an introduction to and an overview of the human relations approach to human resource management. Issues are considered from a variety of perspectives, including that of the employee, the manager or supervisor, and the beginning human resource specialist. This course does not cover the financial, legal, and technical aspects of the field, emphasizing the analysis of interpersonal relationships in the workplace.

Course Dates:

May 1 – August 31, 2020

Last day to enroll or drop without penalty: April 2, 2020

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: Marilyn Y. Byrd, Ph.D., MBA
Mailing Address: 601 Elm, Room 704
Norman, OK. 73019
Telephone Number: 405-325-6405
E-mail Address: Marilyn.Y.Byrd-1@ou.edu
Professor availability: The professor will be available via email to students and other methods by arrangement.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Bookstore Website at <https://ou.textbookx.com/institutional/index.php>. There is no longer a physical bookstore, the store will remain, but textbooks will not be stocked. The website has book selling, renting, buying, returning, and order tracking capabilities. If you need help with an order, or if you have any questions contact the toll-free phone at 1-(855)-790-6637, agents are available from 9a – 5p (EST) Monday – Friday. For more information or questions about textbooks, feel free to contact apsyllabi@ou.edu. Text prices are available online

1. R. N. Lussier & J. R. Hendon, *Human Resource Management*, Sage. ISBN: 9781506360348
2. Supplemental materials will be posted to the Canvas course website.

Required Software:

You will need to have Adobe Acrobat Reader and Adobe Flash Player installed on your computer in order to access course documents and videos. If you do not yet have them installed, you can download them here

1. Adobe Acrobat Reader: <http://get.adobe.com/reader/>

2. Adobe Flash Player: <http://get.adobe.com/flashplayer/>

OU Email:

All official correspondence from 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

Course Objectives:

At the end of the course, you will be able to:

1. recognize and apply theoretical, philosophical, and ethical perspectives of human resource management;
2. identify the co-relationship of human resource management and human relations
3. describe and explain human resource systems;
4. illustrate applied, practical perspectives of HRM;
5. recognize trends influencing human resource practices, and
6. link personal values with professional responsibilities of a HR[M] practitioner.

Course Outline:

Important: Post initial response to discussion board by Thursday, 11:59 pm; peer response by Sunday, 11:59 pm

Dates	Chapter Readings	Deliverable
May 1, 2020	Getting Started: Introductory Post	
May 4	Chapter 1: The New Human Resource Management Process	DQ #1
May 11	Chapter 2: Strategic HRM	DQ #2
May 18	Chapter 3: Legal Environment & Diversity Management	DQ#3
May 25	Chapter 4: Workforce Planning	DQ#4
June 1	Chapter 5: Recruiting	DQ#5; Case Study Paper due to Canvas by 11:59 pm, Sunday, June 7.
June 8	Chapter 6: Selecting	DQ#6
June 15	Chapter 7: Learning and Development	DQ#7
June 22	No discussion this week. Prepare for midterm. Covers chapters 1-7	Midterm exam (available 8 am., June 22 until 11:59 pm June 28)
June 29	Chapter 8: Performance Management	DQ#8
July 6	Chapter 9: Rights & Employee Management	DQ#9

Dates	Chapter Readings	Deliverable
July 13	Chapter 11: Compensation	DQ#10
July 20	Chapter 12: Incentive Pay	DQ#11
July 27	No discussion this week. Work on <i>HR Magazine</i> presentation	NA
Aug. 3	Chapter 13: Benefits	DQ#12
Aug. 10	Chapter 14: Workplace Safety	DQ#13
Aug. 17	Chapter 15: Organizational Ethics	DQ#14
Aug. 24	Post <i>HR Magazine</i> ppt to the Discussion Board.	DQ#15. Each member of the class is required to comment on at least 2 other class members' presentations. Explicit instructions will be given within the course website.
Aug. 28	Final exam opens at 8 am (available until 11:59 pm Aug. 31) Covers chapters 8, 9, 11, 12, 13, 14, 15	NA

Assignments, Grading, and Due Dates:

(Note: Each of these activities are described in more detail under the course “Modules”)

Evidence Based Discussions.

You will respond to weekly posted discussions. Please note the first week’s post will consist of an introduction and a response to discussion question #1. You are required to respond to the posted discussion statement by Thursday of each week no later than 11:59 pm. A response to a peer is due before the discussion board closes on Sunday at 11:59 pm.

I use an **evidence based learning format** for online courses. This means that discussions are not based on speculation or opinions but are informed by citing the textbook readings and other credible, evidence based, scholarly sources. Practical work experience is welcomed as an example to *supplement* textbook examples. A more detailed explanation along with grading criteria for discussions is contained in the folder titled: Evidence Based Discussions on the course website. This is an interactive assignment. You will not be able to pre-post to the discussion board or post after it closes. **350 pts**

Case Study Paper.

You will write a 3-4-page critical analysis of a case that relates to HRM and the legal environment. Explicit details for content and format of paper will be contained at the course website. **Paper due to Canvas by 11:59 pm, Sunday, June 7. 100 pts.**

HR Magazine: Beyond the Book Presentation.

This assignment requires you to design and post a power point presentation on findings from an article in ***HR Magazine***. The article should be on a topic that supplements class discussions or that provides new insights on HR. The article should be at least 4 pages long. Keep in mind that you will be contributing to the learning experience for the class and the intended outcome is that we will learn something new. You will include a discussion question at the end of your ppt to engage the class in discussion (this will be DQ#15 on the course outline). You will upload your ppt to a designated spot on the discussion board. Complete instructions and rubric for this assignment will be available on the course website. Note: *HR Magazine* is accessed through the Bizzell Library database. **You cannot access this magazine using Google. Post to Discussion Board week of August 24. 150 pts.**

Mid-term Exam.

Online exam consisting of 50 objective type questions covering the chapter readings only. You will have 3 hrs. to complete the exam. **Midterm exam available 8 am., June 22 until 11:59 pm., June 28. 175 pts.**

Final Exam.

Online exam consisting of 50 objective type questions covering the chapter readings only. You will have 3 hrs. to complete the exam. The exam will be **available from 8 am., 8/28 until 11:59 pm., 8/31. 175 pts**

Grading:

Weekly Discussions	350 pts
Case Study Paper	100 pts
Beyond the Book presentation	150 pts
Midterm Exam	175 pts
Final Exam	<u>175 pts</u>
Total	950 pts

This is a letter-graded course: Points earned will be based on the following letter grade equivalency (rounding will be applied as needed): 855-950=A; 760-854=B; 660-759=C; below 660=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.

Policy for Late Work:

Please contact the professor regarding his/her policy for late work

Attendance Policy:

In addition to interaction via Canvas and email contact, students are required to contact the instructor via email or telephone **before** the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Canvas, although students may contact the instructor via telephone, postal mail, email, or fax 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/> or contacting them by telephone at: (405) 325-HELP (4357).

The Nature of Online Learning

Taking an online class will be very different, in many respects, to taking a traditional face-to-face course. An online course comes with its own set of advantages and challenges. The following are some things to remember:

Keep Organized. The nature of an online course provides you with greater flexibility. This has many advantages, but keep in mind that this flexibility will also require you to be more organized, more self-motivated, and to maintain a greater amount of self-regulation than an on campus course.

Stay on Track. Login to your course *daily* to make sure you are keeping track of what is due and when it is due and to see if there are any announcements. In an online course, it is important to stay on track with reading assignments, learning activities, and course assignments. Treat your online course the same as you would any other, knowing that if you miss weeks of class you can't expect to make them up easily. **WARNING:** It is even easier to fall behind in an online course.

Communicate Well. Online learning has many ways for students and instructors to keep in contact with one another and to interact. Communication is often done through discussion boards, email, and other online tools. While there are many advantages to communicating through these means, it should be remembered that written communication does not contain non-verbal cues to help understand the intent and meaning of the message. Keep this in mind when communicating with others in your online course.

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 making 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.

Adjustment 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 me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

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, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

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/>

INSTRUCTOR VITA

Marilyn Y. Byrd, Ph.D.

Education

- Ph.D., Human Resource Development, Texas A & M University, College Station. TX.
- MBA, Sam Houston State University, Huntsville, TX.

Current Positions

Associate Professor, University of Oklahoma, Human Relations

Major Areas of Teaching

- Human Resources for the Human Relations Professional
- Organizational Behavior
- Leadership in Organizations
- Diversity and Justice in Organizations

Research Interests

- Organizational social justice and social change
- Spirituality as a response to social oppression
- Organizational social justice ethics (emerging research)
- Experiences of intersectionality in leadership
- Issues emerging from workforce diversity

Selected Publications

Book

- Byrd, M. Y., Scott, C. (2018). In M. Y. Byrd & C. Scott (Eds.), *Diversity in the Workforce: Current Issues and Emerging Trends, 2nd Edition*. Routledge. (Published)

Book Chapter

- Lloyd-Jones, B., Byrd, M. Y. (2018). Developing Culturally Responsive Mentoring in the Professoriate: A Theoretical Model. In E. T. Murakami & H. J. Mackey (Eds.), *Beyond Marginality: Understanding the Intersection of Race, Ethnicity, Gender and Difference in Educational Leadership Research*. Information Age Publishing. (Published)
- Byrd, M. (2018). Social Identity Diversity and Leadership in the Workforce. *Diversity in the workforce: Current issues and emerging trends*. Routledge. (Published)

Conference Proceedings (Author and Presenter)

- Byrd, M. Y. (2019). "Pedagogical Approach for Addressing Racism and Building a Foundation for Human Relations in the Workplace." Annual AHRD Conference. Louisville, KY: AHRD, *Academy of Human Resource Development*.

Selected for a Cutting Edge Award

- Byrd, M. Y. (2018). "Diversity Branding Promotes a Valuing Philosophy but Where is Social Justice? Annual AHRD Conference. Richmond, VA: AHRD, *Academy of Human Resource Development*.

Journal Articles

- Byrd, M. Y. (2018). Diversity Branding Strategy: Concealing Implicit Stereotypes and Biased Behaviors. *Advances in Developing Human Resources*, 20(3), 299-312.
- Byrd, M. Y. (2018). Does HRD have a moral duty to respond to matters of social injustice?. *Human Resource Development International*, 21(1), 3-11.
- Shuck, B., McDonald, K., Rocco, T., Byrd, M. (2018). Human Resources Development and Career Development: Where Are We, and Where Do We Need to Go.

Media Review, Invited

Byrd, M. (2017). The History of Human Resource Development by Gosney & Hughes, *New Horizons in Adult Education and Human Resource Development*

Editorial

- Editor in Chief, *Advances in Developing Human Resources* journal
Associate Editor (2012-2018)
Board Member (2009-2012)

Major Professional Affiliations

- Academy of Human Resource Development (AHRD)
Board of Directors (appointment 2017-2020)
- Society of Human Resource Management (SHRM)