

HR 5093-220: Introduction to Graduate Studies in Human Relations

Course Description:

This course provides an introduction to and survey of the program of graduate studies in human relations. It is designed to familiarize students with the standards and expectations of multidisciplinary graduate coursework, particularly regarding writing standards and research methods. Additionally, it provides an awareness of the history, theoretical basis and career opportunities in human relations-oriented organizations. The consideration of ethics in the practice of human services is examined also.

Class Dates:

Dates: October 10-15, 2017
Location: Classes held at Building 2784, Room 301, Kapaun Air Station on Vogelweh Air Base.
Hours: Tuesday - Friday 6:00-9:30 pm; Saturday and Sunday 8:30 a.m.-4:30 p.m.
Last day to enroll or drop without penalty: September 11, 2017

Site Director:

Email: apramstein@ou.edu. Phone: DSN 480-6807, Civilian 06371-47-6807.

Professor Contact Information:

Course Professor: Dr. Katie Barwick-Snell
Mailing Address: Department of Human Relations
601 Elm Avenue, PHSC 728
Norman, OK 73019
Telephone Number: (405) 325-1756
Email Address: katie@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 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. Harris, H. S., Maloney, D. C., & Rother, F. (2003). *Human services: Contemporary issues and trends* (3rd ed.). Boston, MA: Allyn & Bacon. ISBN 9780205327706.
2. Weston, A. (2010). *A practical companion to ethics* (4th ed.). New York, NY: Oxford University Press. ISBN 9780199730582.
3. American Psychological Association (2009) *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN 9781433805615.

4. Materials posted on the OU Canvas learning management system: Access Canvas at <https://canvas.ou.edu>, enter your OU NetID and password, and select course to access material. If you require assistance with Canvas, please click on the Help icon. You can search the Canvas guides, chat with Canvas support, or contact OU IT.

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 major approaches to human relations
- understand how the field of human relations shapes the individual student and society as a whole
- identify issues that impede or facilitate positive human relations
- describe historical foundations of human relations
- explain diversity as a foundation of social justice
- define the concept of a service orientation to the human relations profession
- apply the knowledge and skills gained in the course to possible career opportunities in human relations
- demonstrate awareness of research and writing skills required for graduate study in human relations
- evaluate the concept of ethics in the study of human relations.

Assignments, Grading and Due Dates

Instructional Strategies

Students will use written materials, small group discussions and projects, and practice activities.

Canvas Course Website:

Please note that this course is supported by Canvas, and some course materials will be found on Canvas. This will include links to specific internet resources.

Class Participation and Attendance:

Active participation includes relevant in-class discussion, small group activities and respectful relations among your colleagues.

Full attendance and participation are required. You are expected to arrive on time for all class sessions, stay for the full time, and participate in all class activities. Certain absences, such as for deployment or illness, are excused and an opportunity to make up the class content is given. Please discuss any such absences with the professor as soon as possible. Absences related to work or social activities are normally not excused. More than three hours (or portions of hours) of unexcused absence will result in a loss of three percentage points per additional hour (or portion thereof) missed. Value: 20%

Reading Assignments:

All assigned readings must be completed prior to the class meeting. Class discussion will be based on the reading, and informed participation in discussion is expected. Additional reading material may be handed out and read in class.

Requirements for Writing Assignments:

Before you begin your written assignments, carefully read the following sections in the *APA Manual*: Chapter 3 (Writing Clearly and Concisely), 4 (The Mechanics of Style), and 6 (Crediting Sources). You are responsible for following all guidelines on these pages. To be acceptable, all written work must be grammatically correct. Be sure to proofread and edit your papers carefully before handing them in as approximately 30 percent of each paper's value is based upon the way the ideas are presented. Please consider the OWL Purdue Writing Lab as a resource also:

<https://owl.english.purdue.edu/owl/resource/560/01/>

Personal Reflection:

Consider the various social and cultural factors which you feel have affected the formation of the person you are today, and briefly discuss the ways in which they have influenced you. Consider, at least, race, ethnicity, gender, where you grew up, religion, social status, economic status, and family educational values; add any other factors which you feel were significant. In a paper of approximately three or four pages, assess the influence of these factors on your current lifestyle, attitudes, and goals. APA formatting is required for the paper. **Due at first class session.** Value: 15%

Ethics Paper:

Each student is to use *A Practical Companion to Ethics* to write a five-page paper using the following approach: Apply the information or theories presented in the book to a past or present professional situation involving an ethical challenge which you have observed or in which you have been involved. For example, you might describe a situation in which you successfully used creative problem-solving to resolve an ethical dilemma in the workplace, or a situation in which connecting with others had a major impact on a problematic ethical situation. Make sure you apply the ethical ideas from Weston and use them to analyze your case situation. APA formatting is required for the paper. **Due: Wednesday** Value: 20%

Book Cultural Analysis:

Read a novel or memoir that describes growing up in a culture quite different from your own. (It should take place in the 20th or early 21st century.) Be prepared to discuss your book in class. (You have free choice on this book, but you may e-mail the professor for suggestions.). APA formatting is required for the paper. **Due: Saturday morning** Value: 20%

Personal Assessment Paper:

Students will write a five-page paper analyzing and describing their career goals as they relate to human services skills, requirements and challenges. The analysis should cover the full career lifespan from first job in the field to the student's ultimate professional position within their career path. Job descriptions of jobs from the field that highlight these positions should be included. Outside research is required also for this assignment. At least five references, in addition to the text (if used) must be included, and only academic sources should be used. Research may relate to unique challenges faced by those working in your chosen career field, specific requirements of your field, application of specific human relations skills, etc. All citations should be in APA style. **Due: Friday after the class ends.** Value: 25%

Grading:

This is a letter-graded course: A, B, C, D, or F.

Assignments	Due Date	Percent of Grade
Personal reflection	First class session	15%
Ethics Paper	Wednesday	20%
Book cultural analysis	Saturday morning	20%
Personal Assessment Paper	Friday after last class session	25%
Attendance/participation	During class sessions	20%
Total	NA	100%

Grading in the course will be based on the following definitions:

- A = Student excels in completing the requirement – has gone substantially above and beyond the basic requirements to show an outstanding level of competence and effort.
- B = Student demonstrates very good performance (i.e., satisfactory competence and effort at a graduate level).

C = Student performs just at or below the minimally acceptable level of required competence and effort (less than expected at a graduate level).

D/F = Student performs substantially below minimally acceptable standards of competence and effort, completes unacceptable work, or does not complete the assignment

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. 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 am -5 pm), 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. Advanced Programs does not provide duplicating services or office supplies.

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

Katherine Barwick-Snell, Ed.D.

Education

- 1995 Ed.D., Occupational and Adult Education, Oklahoma State University
- 1981 MS, University of Oklahoma
- 1977 BS, Mississippi State University

Current Positions

- Advanced Programs Professor since 1993
- Associate Professor of Human Relations, University College and the College of Liberal Studies, University of Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5013 Current Problems in Human Relations

Major Areas of Teaching and Research Interest

- Academic Advisor for the New HR Undergraduate program;
- Working with Adult Students;
- Social Support of Returning Students;
- Curriculum Development;
- Gender Issues;
- Human Development

Representative Publications and Presentations

- Barwick-Snell, K. (1995, May). *Women's issues: Access to upward mobility through adult education*. Symposium participant, Adult Education Research Conference, University of Alberta, Canada.
- Current research papers in progress:
 - Other Mothering- Chapter in Academic Feminist Journal
 - Murrah Memories- Perspectives on Mississippi Integration 1973-74

Representative Honors and Awards Received

- College of Arts and Sciences Academic Advising Award 2009
- OU Athletic Dept. "Teacher That Inspires" Award, 2004
- WHO Foundation grant recipient 2003
- College of Liberal Studies Faculty Award-2000
- College of A & S Instructional Technology Awards-Online course development
- Phi Kappa Phi, National Honorary, Officer
- Delta Kappa Gamma Research Scholarship-Doctoral research OSU
- Omicron Nu Home Economics Honor Society
- Pi Gamma Mu Social Science Honors Society
- Omicron Delta Kappa Honor Society
- Wilena Ratcliff Scholarship-MSU

Major Professional Affiliations

- National Academic Advising Association
- Delta Kappa Gamma
- American University Women
- American Association for Adult and Continuing Education
- American Home Economics Association
- Oklahoma Federation of Home Economics
- Adult Education Research Council (AERC)
- Phi Kappa Phi