



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5093-493: 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, including writing standards and research methods. Information and practice in basic human relations helping skills at the individual, family, small group, and social group levels will be provided. Additionally, the course provides an awareness of the history, theoretical basis, and career opportunities in human relations-oriented organizations

Course Dates:

September 1 – December 31, 2018

Last day to enroll or drop without penalty: August 3, 2018

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: Anita Fream, M.A.
Mailing Address: 620 Classen Boulevard
Norman, OK 73071
Telephone Number: 405-325-1756
Fax Number: 405-325-4402
Email Address: Anita.S.Fream-1@ou.edu
Virtual Office Hours: By appointment
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@fhcg.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. Henderson, G. and Long, W., eds. (2016). *Introduction to human relations studies: Academic foundations and selected social justice issues*. Springfield, IL: Charles C. Thomas Publishers, LTD. ISBN 9780398091217
2. Weston, A. (2010). *A practical companion to ethics* (4th ed.). New York: Oxford University

Press. ISBN 9780199730582.

3. 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: 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.

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:

After completion of this course, students will be able to

- Define human relations as a practice and a multidisciplinary field
- Describe major approaches to human relations
- Describe historical foundations of human relations
- Identify issues that impede or facilitate positive human relations
- Explain diversity as a foundation of social justice
- Apply learned human relations skills to case studies
- Apply the knowledge and skills gained in the program to possible careers in human relations

Instructional Strategies:

Students will engage in learning through readings, online discussions, team assignments, case study analysis, academic research and writing assignments, and other practice activities.

Readings

You are expected to read and be familiar with all assigned portions of the texts by the dates listed on the course schedule, which will be found in Canvas shortly before the first day of class. (If you'd like to get a head start, reading the Weston book in advance will free up some of your time during the semester.) Additional brief readings may be provided on Canvas and/or online.

Assignments, Grading, and Due Dates:

1. *Online Discussions:* Focused dialogue helps us get to know each other and clarify or apply the ideas we will study. For that reason, your participation is required, though not graded. I want you to be able to voice your opinions and guesses as well as to express your understanding of the readings in these discussions.
2. *Ethics Paper:* Each student is to use the Weston text to write a five-page paper (not counting the title page or the reference page), using the following approach: Apply the information

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. Additional information will be posted on Canvas during the first week of class.

3. *Individual Assignments:* There will be three individual assignments that will cover information given in the instructor’s notes (posted on Canvas) and in the texts, and will emphasize application or analysis of concepts. They will be submitted through Canvas.
4. *Small Group Assignments:* There will be three graded small group assignments, in which students will analyze a case study or answer an assigned question in small groups and reach consensus on written responses. They will be submitted through Canvas in two spots: on a separate discussion board so everyone can read them, and in a designated dropbox.
5. *Essay Analysis Paper:* Students will write a five-page paper analyzing and reacting to one social justice topic from the Henderson and Long text. Each student will choose his or her topic from the “isms” described in Part II of *Introduction to Human Relations Studies*, and will be responsible for reading the introduction and both essays included for the chosen topic. Outside research is also required for this assignment. Instructions will be posted on Canvas shortly before the semester begins.

Grading:

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

Assignment	Value	Due Date
Ethics paper	60 points	November 9
Individual assignments (3 at 15 points each)	45 points	September 21, November 20, & November 30
Small Group Assignments (3 at 15 points each)	45 points	October 12, October 19, & December 21
Essay Analysis paper	50 points	December 14
Total	200 points	NA

Final grades will be assigned as:

- A - 90%-100% = 180-200 points
- B - 80%-89% = 160-179 points
- C - 70%-79% = 140-159 points
- D - 60%-69% = 120-139 points
- F - Below 60% = 119 points or below

Rubrics for individual papers will be found on Canvas. Small group assignments are graded according to the overall production of the group with room for individual variations—positive or negative—depending on obvious individual performance. All small group discussion and drafts must be conducted on Canvas, to allow the instructor to evaluate individual contributions.

Assignments and readings are organized on a weekly schedule. You are expected to proceed sequentially through the class as indicated in the course schedule.

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).

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

Anita S. Fream, M.A.

Education

- M.A. in Human Relations/Professional Psychology, University of Oklahoma
- B.A. in English/History, Oklahoma Baptist University

Current Positions

- Adjunct Assistant Professor of Human Relations at the University of Oklahoma
- Chief Executive Officer, retired, Planned Parenthood of Central Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5003 Theoretical Foundations of Human Relations
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5113 Women's Issues in Human Relations
- HR 5113 Grant-Writing for Human Relations

Major Areas of Teaching and Research Interest

- Community organization and social change
- Prevention and wellness
- Mental health issues, especially related to children
- Leadership and management in organizations
- Individual, group and family therapy

Representative Publications and Presentations

- "The Past Is Prologue: An Autoethnographic Account of Recurring Themes in Social Norms Around Acceptable Female Sexual Expression and Contraceptive Use," chapter in *The Reproductive Lives of Twenty Middle Class North American Women* (2015)
- Case Study: An Attempted Hospital Joint Venture in Enid, OK
- "A Framework for Community Mobilization," published in *New Designs for Youth Development*
- *OU Advanced Training Curriculum for Residential Child Care Workers*, published by the National Resource Center for Youth Services (NRC)
- *Staging a Summit*, published by the Southwest Regional Center for Drug-Free Schools and Communities
- *Managing Aggressive Behavior*, published by NRC
- Preserving Women's Health Care: The Threat Posed by Mergers Between Sectarian and Non-Sectarian Health Care Entities, presentation at the National Training Academy in Public Affairs, Planned Parenthood Federation of America
- I've Been Thinking... about Professional Standards and Personal Ethics, paper for the First National Leadership Institute in Adult and Continuing Education, University of Georgia
- The Role of Federal Programs in Prevention, presentation at the National Prevention Leadership Seminar
- An Advanced Training Curriculum for Child Care Workers, presentation at the National Child Welfare Training Symposium
- Training Child Care Workers: The Curriculum Counts, presentation at the National American Indian Conference on Child Abuse and Neglect

Representative Honors and Awards Received

- Organizational recipient (Planned Parenthood) of 2015 Community Organization of the Year, presented by Perry Publishing, Oklahoma City

- Honored in 2015 by Planned Parenthood of Central Oklahoma with a named annual award, The Anita Fream Outstanding Staff Service Award
- Organizational recipient of the 2013 National Affiliate Excellence Award in Marketing and Advertising for the Teen Pregnancy Prevention Initiative in Oklahoma County
- Organizational recipient of 10 ADDY awards and the nonprofit initiative of the year for 2013 by the Oklahoma City Ad Council for the Teen Pregnancy Prevention Initiative in Oklahoma County
- Selected as one of 34 participants nationwide in First National Leadership Institute in Adult and Continuing Education, The University of Georgia

Community Service

- Member, National Advisory Board for Merger Watch, which monitors the impact of hospital acquisitions, mergers and joint ventures on the quality of women's health services
- Past Member, Board of Directors, Oklahoma County Health Alliance for the Uninsured
- Past member and chair, Board of Directors, Central Oklahoma Integrated Network System, a non-profit referral service for free health care to indigent individuals
- Member for four years of Oklahoma Council on Juvenile Justice, a 50-member advisory body to the state legislature; served two years as chair, Mental Health Committee
- Past member and chair, Board of Directors, Cleveland County Youth and Family Center
- Past member and treasurer, Board of Directors, AIDSWalk OKC