

# The University of Oklahoma

## College of Continuing Education

### Advanced Programs – Course Syllabus

#### Course Title:

Graduate Research and Writing

#### Course Number:

HR 5113-496

#### Course Description:

The purpose of this course is to prepare students in Human Relations to conduct online library searches, evaluate sources, think critically about issues and write various types of student papers, including research papers. Expressing clear thoughts in a way that reflects respect for gender, difference and inclusion will be part of all written exercises.

#### Course Dates:

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](mailto:aponline@ou.edu)

#### Professor Contact Information:

Course Professor: Anita Fream, M.A.

Mailing Address: 620 Classen Blvd  
Norman, OK 73071

Telephone Number: (405) 325-1756 (HR office)

Fax Number: (405) 325-4402 (HR office)

Email Address: [Anita.S.Fream-1@ou.edu](mailto:Anita.S.Fream-1@ou.edu)

Professor availability: The professor will be available via email to students. Any time you email the professor please put the section number or course title in the subject.

#### 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](mailto: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. American Psychological Association (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, D.C.: Author. ISBN 9781433805615.
2. Galvan, J.L. (2015). *Writing literature reviews: A guide for students of the social and behavioral sciences* (6<sup>th</sup> ed.). Glendale, CA: Pyczak. ISBN 9781936523375.
3. Materials posted on the OU Desire to Learn (D2L) system: 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.

### **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](mailto:casonline@ou.edu)

### **Course Objectives:**

The objectives of this course are:

- To understand the definitions of and differences among several types of student writing, such as literature reviews, class essays and comprehensive examination responses;
- To learn specific practices and techniques associated with good academic writing;
- To increase understanding of how to generate thesis statements, create good search terms and conduct online library research;
- To develop an ability to read and evaluate peer-reviewed journal and/or research articles critically and to grasp their major premises;
- To create a logical outline based on readings that describes and develops the thesis statement;
- To complete short essays and other practice activities; and
- To develop and write a literature review that meets the detailed rubric shared with students.

### **Assignments, Grading, and Due Dates:**

Please note that this course is supported by Desire 2 Learn (D2L), and all course materials excluding the texts will be found on D2L. This will include links to specific Internet resources.

**When submitting papers, please use the digital drop box on D2L. Some assignments also require posting on a specific discussion board.**

### **Ongoing Desire 2 Learn Discussions**

You are expected to participate in the discussions posted on D2L. These will help us get to know each other and recreate some of the interaction we would normally get in the classroom. For that reason, your participation is required, though not graded. For each discussion, you should post at least one original message and two responses to other students.

### **Reading Assignments**

Reading assignments **for each week** will be clearly listed under the Content tab in D2L. Readings should be completed prior to engaging in the online discussions or responding to the other assignments.

## Short Essays

There are two short (300-word) essay assignments required. Writing prompts and further instructions will be found on D2L, in addition to a rubric for each essay.

## Individual Assignment

There is one individual assignment, related to an assigned tutorial on avoiding plagiarism.

## Small Group Quizzes

There are three small group quizzes, instructions for which will be found on D2L. Please be aware that to receive credit for a small group quiz, the student must post a complete answer on the designated discussion board as the small group prepares its assignment.

## Literature Review

Each student will identify, read, and analyze appropriate research articles to write an eight- to 10-page literature review on a topic in human relations study. Further instructions and a detailed rubric will be available on D2L.

## Literature Review Benchmarks

In order to help you stay on a targeted timeline for your literature review, benchmarks have been defined. (See below.) You will complete each and upload into the D2L Dropbox by the required due date.

## Instructional Strategies

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

## Grading:

This is a letter-graded course: A, B, C, D, or F. Grades will be determined as follows:

A = 90% - 100 %	(135 – 150 points)
B = 80% - 89 %	(120 – 134 points)
C = 70% - 79 %	(105 – 119 points)
D = 60% - 69%	(90 – 104 points)
F = below 60%	(89 or fewer points)

## Assignment Due Dates

The course is organized into four modules and within each module by week. You should work your way through the modules sequentially, completing all activities as given for each week by the assigned dates.

Please refer to the “Course Schedule and Assignment Due Dates” under the Content tab in D2L for a detailed listing of all course content and dates.

Assignment	Value	Due
Short Essay One	20 points	January 21
Small Group Quiz One: Model Lit Review	10 points	February 4
Lit Review Benchmark: Topic	5 points	February 11
Lit Review Benchmark: Thesis & Worksheet	5 points	February 18
Small Group Quiz Two: APA Basics	10 points	February 25
Lit Review Benchmark: Outline	5 points	March 11
Short Essay Two	20 points	March 18

<b>Assignment</b>	<b>Value</b>	<b>Due</b>
Lit Review Benchmark: Article List	5 points	March 18
Individual Assignment: Plagiarism Certificate	10 points	March 25
Small Group Quiz Three: Avoiding Plagiarism	10 points	March 25
Literature Review	50 points	April 15

**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.

**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 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](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](mailto: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 5093 Introduction to Graduate Studies in Human Relations
- HR 5063 Strategies for Social Change
- HR 5003 Theoretical Foundations of Human Relations
- HR 5113 Research and 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, National Child Welfare Training Symposium
- Training Child Care Workers: The Curriculum Counts, National American Indian Conference on Child Abuse and Neglect

### Representative Honors and Awards Received

- Organizational recipient 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