HR 5093-225: Introduction to Graduate Studies in Human Relations

Note: This preliminary syllabus is subject to change. Because of travel restrictions related to COVID-19, this course will be held virtually, using professors’ preferred course platforms and methods. This preliminary syllabus will be updated to match virtual delivery adaptations. Check back for updates to course end-dates, synchronous delivery schedules or changes to major assignments. Updates will be posted no later than 10 weeks prior to the course start date, so you can make informed enrollment decisions. Synchronous delivery dates/times are determined by the time zone of the site location listed. The site location and hours listed are for informational purposes. Courses scheduled at a site will count as face-to-face for program of study purposes. For more information contact your local Site Director.

Course Description:
In this course, we will explore Human Relations as an interdisciplinary field concerning the interaction of people of various circumstances, particularly as related to human rights, diversity and social justice. The objective of this course is to expand our understanding of Human Relations as a means of maximizing the capabilities of individuals, groups and organizations, through explorations of established theory, case studies and best real world practices.

Class Dates, Location and Hours:
Dates: September 22 – 27, 2020
Format: To be determined by professor
Last day to enroll or drop without penalty: August 24, 2020

Site Director:
Location: Vilseck, Germany. Please contact Site Director for classroom location.
Hours: Tuesday - Friday 6:00-9:30 pm; Saturday and Sunday 8:30 a.m.-4:30 p.m.
Email: apvilseck@ou.edu. Phone: CIV 011-49-9662-83-2069; DSN 476-2069.

Professor Contact Information:
Course Professor: Allen A. Cannon, Ph.D.
Mailing Address: University of Oklahoma
PSC 333 Box 2704
APO AP, 96251
Telephone Number: (82) 5033-57-2087
E-mail Address: aacannon@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 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

Updated 26 June 2020
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.


Course Objectives:
This course is designed to increase student understanding of the program of graduate studies in Human Relations by:

1. Assisting students in becoming familiar with graduate education standards and the tools necessary to complete graduate study, such as the APA writing style, research standards, theories and analysis;
2. Developing an understanding of the science and art associated with the interdisciplinary field of human relations and gaining understanding of the applied aspects of Human Relations, involve studying philosophical, theoretical, and historical influences;
3. Developing knowledge of theories and concepts associated with communication and management skills, as well as leadership and group behavior; and
4. Investigating historical and contemporary concepts referring to social justice, discrimination, diversity, as well as increasing knowledge of societal norms and change strategies.

Assignments, Grading and Due Dates:

Class attendance and participation:
You are expected to attend all class sessions and to participate in discussions and learning activities.

Pre-Course Assignment:

Readings:
1. Human Relations Text at the Vital Source Website.
2. Read “Taking Sides” text as assigned during class sessions. Use the APA manual as needed.

5-7 Page Essay – 20 points. Due first day of class:
Write a paper that presents your perspective on human relations and answer this question: how have you observed or participated in a significant social change process? This paper should explain the value of human relations principles as relating to your current or previous employment environment. Have you inspired or have you been inspired to create change in your work environment? You should relate those experiences to theoretical prospective provided throughout the text. This essay should be APA format, double-spaced, using Times New Roman Font size 12, 1-inch margins and a cover page. Refer to a preferred APA Publication Guidance site (such as the OU Writing Assistance site or the OWL at Purdue University Online) for assistance in using proper in-text citations, and citations on the reference page. 25 Points

Tentative Class Schedule (Subject to Change):

Session 1: Introduction.
We will discuss logistic concerns of the course. We will examine an overview of Human Relations and discuss various theories associated with human relations.
Session 2: In depth discussion of first paper.
   Each student should be prepared to discuss his or her paper, as well as the human relations issues described in their work environment. We will review of APA format and citation requirements. Review of research methodologies. We will hold a discussion of the use of the University of Oklahoma Online Library.

Session 3: Beginning discussion of the Human Relations Text.
   We will begin discussion of the Human Relations Text. We will examine the nature of "human relations" and review important information conveyed in each of the assigned chapters.

Session 4: Continued discussion of the Human Relations text.

Session 5: Student Presentations – “Taking Sides” text. 25 Points
   Each Student will present a topic relating to Social Justice and Social Activism, taking guidance from the “Taking Sides” text. The student will explore both a “pro” and a “con” position of an issue as presented in the text.

   Students will identify the chapter he or she wishes to present and notify the instructor in advance. Students should also engage in additional research outside of the required texts.
   - The student will summarize the history of the topic.
   - The student will summarize the significant organizational, cultural and or societal practices and norms involving the situation.
   - The student will address any relevant theoretical constructs relating to the topic.
   - The student will identify the significant change agents associated with the topic and his/her contribution to the resolution of the topic.

Session 6: Continuation of individual projects.
   Group discussion on issues of relating to human relations. Review of important concepts.
   Collaborative exercise – time permitting.

Final Exam: 20 Points.

   There will be an open-book, question and answer exam based upon the materials presented in the class. The specifics associated of the exam will be explained during a classroom session.

Post Seminar Assignment: One week after the last day of the course – follow-up paper. 25 Points

   Write a 5-7 page paper utilizing APA manual formatting (double-spaced, Times New Roman, 12 pt. font, one inch margins). Students shall select, using resources available at the University of Oklahoma library, an opinion piece relating to a Human Relations issue and critic the piece. In this critical essay, you will present your support or opposition of the argument and support your point of view with evidence gathered from both texts and other scholarly research sources.

   Having conducted a thorough discussion of APA format expectations, as well as a review of initial individual essay in class – the grading criteria for this final essay will be much more stringent than the previous writing assignment. Specifically, your paper should:
   - Contain in-text citations;
   - List at least ten references on the reference page;
   - Use a separate cover sheet containing the author’s name, title of the course, and the date.

Grading:

This is a letter-graded course: A, B, C, D, or F. A = 93-100; B = 85-92; C = 77-84; D = 76-69; F = <68 F
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
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</thead>
<tbody>
<tr>
<td>Pre Course Paper</td>
<td>First Night of Class</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Throughout the Seminar</td>
<td>10%</td>
</tr>
<tr>
<td>Individual Presentation</td>
<td>Sessions 4 and 5</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>Session 6</td>
<td>20%</td>
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<tr>
<td>Post Course Paper</td>
<td>One week post seminar, <strong>October 4, 2020</strong></td>
<td>25%</td>
</tr>
</tbody>
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**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 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.

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/ooe/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/oo.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

Allen A. Cannon, Ph.D.

Education

- 2013  Ph.D. in Organizational Leadership, Univ. of Oklahoma, Norman OK
- 2004  Masters of Human Relations, Univ. of Oklahoma, Norman, OK
- 2014  Master of Arts in Interdisciplinary Studies (International Relations), Univ. of Oklahoma
- 2019  Master of Science in Instructional Technology, Fort Hays State University

Current Positions

Adjunct Professor, University of Oklahoma

Major Areas of Teaching and Research Interest

- Organizational Development
- Leadership in Organizations
- Issue Framing
- Intercultural Communications
- Multicultural Issues
- Organizational Communications
- Political Communications
- European Union Politics
- Immigration Issues