

# The University of Oklahoma

## College of Continuing Education

### Advanced Programs – Course Syllabus

#### Course Title:

Introduction to Graduate Studies in Human Relations

#### Course Number:

HR 5093-112

#### Course Description:

This course provides a foundation for students in the Human Relations program. Students will explore Human Relations as an interdisciplinary applied social science, becoming familiar with its development, applications, and concepts through readings, films, reflection, discussion, and exercises. In addition, the scope and requirements of graduate work in general, and of the Human Relations Master's program in particular, will be discussed.

#### Class Dates, Location, and Hours:

Dates: April 21 – 23 & 28 – 30, 2017

Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.

Hours: Friday 5:30-9:30 p.m.; Saturday 8:30 a.m.-4:30 p.m.; Sunday 1:00-5:00 p.m.

Last day to enroll or drop without penalty: March 23, 2017

#### Site Director:

Email: [apnorman@ou.edu](mailto:apnorman@ou.edu). Phone: 405-325-3333.

#### Professor Contact Information:

Course Professor: Kay Ham, MHR

Telephone Number: (405) 321- 6928 (home)

E-mail Address [kay.ham@ou.edu](mailto:kay.ham@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](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 (2009) *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author. ISBN 9781433805615.
2. Ehrenreich, B. (2011). *Nickel and dimed: On (not) getting by in America*. New York: Picador. ISBN 9780312626686.
3. Nair, K. (1997). *A higher standard of leadership: Lessons from the life of Gandhi*. San Francisco: Berrett-Koehler. ISBN 9781576750117.

4. Nichols, M.P. (2009). *The lost art of listening: How learning to listen can improve relationships*. (2<sup>nd</sup> ed.). New York: Guilford. ISBN 9781593859862.
5. Weston, A. (2010). *A practical companion to ethics* (4<sup>th</sup> ed.). New York: Oxford University Press. ISBN 9780199730582.
6. A novel or memoir of your choosing. See assignment 4 below. (Not provided by Advanced Programs.)

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.

### Course Objectives:

By completion of the course, the student should be able to:

1. display familiarity with the scope of human relations practice;
2. understand the contribution of various disciplines to the study of human relations;
3. appreciate the importance of understanding diverse world views and practices; and
4. demonstrate awareness of research and writing skills required for graduate study in human relations.

### Assignments, Grading and Due Dates:

1. 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.
2. 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. **Due at first class session.** Value: 15%
3. The books by Weston, Nichols, and Nair address certain basic aspects of Human Relations (thinking and attitudes, communication, and character). Select several parts of each which you find particularly relevant to your development as a practitioner of effective human relations, and discuss their significance to you. Be sure to identify clearly each part you choose (by chapter, or page number, or general topic, whichever is most appropriate). This paper is to be five to seven pages long. **Due at first class session.** Value: 20%
4. Read a novel or memoir that describes growing up in a culture quite different from your own. (It should take place in the 20<sup>th</sup> or early 21<sup>st</sup> 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.) **Due: Friday, 2<sup>nd</sup> weekend – April 28, 2017.** Value: 15%
5. **Final Assignment:** Discussion of Ehrenrich book, course review, and personal application of principles will be in the form of an in-class review and quiz on the last day of class, **April 30, 2017**

### Attendance and participation:

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: 10%

**Grading:**

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

<b>Assignments</b>	<b>Percent</b>
Assignment 2 (formative influences)	15%
Assignment 3 (on texts)	20%
Assignment 4 (free-choice book discussion)	15%
Discuss Ehrenrich	15%
In-class review and quiz	25%
Attendance/participation	10%

**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](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. 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

**Kay Ham, MHR**

### Education

- Master of Human Relations University of Oklahoma
- Bachelor of Education University of Oklahoma

### Current Positions

- Adjunct Faculty, Department of Human Relations and College of Liberal Studies
- Advanced Programs Professor since 2008

### Frequently Taught Advanced Programs Courses

- Conflict Resolution
- Organizational Behavior
- Organizational Change and Development
- Creative Problem Solving
- Introduction to Graduate Studies in Human Relations

### Major Areas of Teaching and Research Interest

- Use of dialogue in conflict resolution
- Forgiveness and reconciliation
- Human interaction in organizations
- Effects of stress in organizations

### Major Professional Affiliations and Relevant Experience

- Association for Conflict Resolution
- Association for Training and Development
- Oklahoma Association of Mediators and Arbitrators
- Society for Human Resource Management
- National Issues Forums
- Mediator, City of Cleveland County, OK, Early Settlement Program
- Chair, City of Norman Human Rights Commission
- Board of Directors, Xenia Institute for Social Justice

### Recent Presentations:

- *Conflict in the Real Estate World*, Institute of Real Estate Management of Northern Colorado, Denver.
- *Courageous Conversations: Principles of Conflict Resolution*, Forum of End Stage Renal Disease Networks conference, Baltimore

### Publication:

Co-author, Going Beyond Human Resource Technique, in *Handbook of Human Resource Management in Government*, Stephen Condrey, ed.