



EXTENDED CAMPUS

COLLEGE *of* PROFESSIONAL
and CONTINUING STUDIES

HR 5143-101: Human Resources for the Human Relations Professional

Course Description:

This course provides an introduction to and an overview of the human relations approach to human resource management. Issues are considered from a variety of perspectives, including that of the employee, the manager or supervisor, and the beginning human resource specialist. This course does not cover the financial, legal, and technical aspects of the field, emphasizing the analysis of interpersonal relationships in the workplace.

Given the Covid19 situation, we will not meet in the classroom. Instead, we will use Zoom to meet on the indicated dates and times. I will send you a link after I setup the Zoom meetings. Please keep an eye on CANVAS for updates and news. All OU students can download Zoom for free. So, if you do not have Zoom already, please install it on your computer.

Class Dates, Location and Hours:

Class format has changed COVID-19 travel restrictions.

Dates: June 8 – 14, 2020

Location: Washington, D.C. Liaison Office - 2189 Crystal Plaza Arcade, Arlington, VA, 22202.

Hours: Monday - Friday 6:00 p.m.-9:30 p.m.; Saturday 8:00 a.m.-4:30 p.m.; Sunday 8:00 a.m.-12:00 p.m.

Last day to enroll or drop without penalty: May 10, 2020

Site Director:

Email: apwashington@ou.edu. Phone: 703-418-4800.

Professor Contact Information:

Course Professor: Marilyn Y. Byrd, Ph.D., MBA

Mailing Address: 601 Elm, Room 704
Norman, OK. 73019

Telephone Number: 405-325-6405

E-mail Address: Marilyn.Y.Byrd-1@ou.edu

Professor availability: The professor will be available via email 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 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

1. R. N. Lussier & J. R. Hendon, *Human Resource Management*, Sage. ISBN: 9781506360348
2. Additional materials and detailed instructions for assignments as noted in the description of learning activities will be 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

Course Objectives:

At the end of the course, you will be able to:

1. recognize and apply theoretical, philosophical, and ethical perspectives of human resource management;
2. identify the co-relationship of human resource management and human relations
3. describe and explain human resource systems;
4. illustrate applied, practical perspectives of HRM;
5. recognize trends influencing human resource practices, and
6. link personal values with professional responsibilities of a HR[M] practitioner.

Course Outline:

Chapter readings should be completed before class.

Monday, June 8:

- Course introduction and discussion of assignments.
- Special Topics: Perspectives of Human Relations (HRL); Human Resources (HR): A Systems Perspective
- Lussier and Hendon, Chapter 1: The New Human Resource Management Process
- Assignment of groups.

Tuesday, June 9:

- Lussier and Hendon, Chapter 3: The Legal Environment and Diversity Management
- Video: Jane Elliott's Blue-eyed
- Debrief video and discuss

Wednesday, June 10:

- Lussier and Hendon, Chapter 5: Recruiting
- Interactive exercises, activities, discussions
- Groups meet to work on Management Forum assignment.

Thursday, June 11:

- Lussier and Hendon, Chapter 6: Selection
- Interactive exercises, activities, discussions
- Groups meet to work on Management Forum assignment.
- **Personal Reflection paper** due Canvas 11:59 pm

Friday, June 12:

- Lussier and Hendon, Chapter 7: Learning and Development
- Interactive exercises, activities, discussions
- Groups meet to work on Management Forum assignment.

Sat., June 13:

- Lussier and Hendon, Chapter 11: Compensation & Chapter 13: Benefits

- **Research Roundtables**
- Groups meet to finalize Management Forum assignment.

Sunday, June 14:

- **Management Forums**
- **Final Exam**

Assignments, Grading and Due Dates:

Personal Reflection Paper - Professional Ethics and Human Relations – 125 points

The purpose of this paper is to give insight on the morals and values that guide your life and how these morals and values are enacted in your professional practice. Human resource management is a highly people oriented profession. Understanding your personal values will help you to establish a personal philosophy that guides your interactions with others in a managerial, supervisory, or administrative role. Your personal philosophy is also your moral compass for practicing moral agency in your profession. This statement will also be your guide for ethical conduct; specifically, professional conduct that relates to the human relations/human resources management (HR[M] professional. Given that some responses are subjective and will vary, points are earned primarily by your purposeful response that fully satisfies the requested item. Each numbered statement below should represent a paragraph.

1. Define ethics, morals, and values. Explain how these concepts are inter-related. Use references from a scholarly, peer-reviewed source that supports your response. 20 pts
2. Describe the values that you believe are essential for the human relations professional. You will be required to include a scholarly definition of human relations. 20 pts
3. Describe the top (3) values that are promoted by an organization you are affiliated with (academic, civic, or community organization). How are these values communicated? Next, compare and contrast with your personal values. How might you reconcile any tensions that might exist between your personal and your organization’s stated values? 15 pts
4. How do you know if and when each value set might take priority? Give an example. 10 pts
5. Describe the qualities you believe are necessary in an “ethical” leader. Provide support for your beliefs from scholarly sources and explain why a leader should show evidence of these qualities in order to be considered “ethical.” 15 pts
6. Other than ethical values, what values might someone in leadership use in reaching decisions? Support your responses using scholarly sources. 10 pts
7. Visit the Society of Human Resource Management’s website and review the Code of Ethics for that organization <https://www.shrm.org/about-shrm/pages/bylaws--code-of-ethics.aspx>. Using this document as a guide, write an *ethical code of conduct* for the human relations profession (minimum ½ page). A code of conduct is an organized statement of instruction that guides an individual’s actions. Give sufficient and explicit details. 25 pts
8. Quality of writing. Mechanics, vocabulary, sentence structure, APA formatting, organization, including following the instructions for completing the assignment. 10 pts

Format your reflection paper in paragraph format, using APA guidelines, double-spaced, Times New Roman 12 pt. font; title page, reference page. Your paper should be written in essay format. Begin the paper with an introductory paragraph that gives the purpose of the paper and briefly previews your discussion in a summative way. You should also end with a concluding paragraph that is separate from the discussion points that returns to the purpose and brings closure. A useful online style guide for APA can be found at <https://owl.english.purdue.edu/owl/resource/560/01/> Minimum 3 full pages (excluding title page and reference page), less than 3 full pages will result in a 10 point deduction. **Due to dropbox, Thursday, June 11, 11:59 pm.**

Research Roundtable – 125 points

In an informal class discussion, you will discuss an idea for research that examines a human resource management issue from a human relations perspective. You should consider topics from class discussion but think deeper of how these topics speak to human relations. You should also look at relevant journals for ideas that might interest you. While the research roundtable is an informal individual presentation of

an idea, your discussion should include the need for this idea to be developed into research from a HR[M] perspective and the specific stakeholders who would benefit from this research being conducted. A grading rubric will be posted to the Canvas.

Management Forum - Emerging Trends in Human Resource Management – 150 points:

You will be assigned to management teams of 3 (depending on final course enrollment) and facilitate a 20-minute discussion on a topic on human resource management that explores the topic beyond the book. You will be expected to present relevant research from peer reviewed journals that gives the class varying authors’ perspectives. In addition to advancing perspectives, this assignment is intended to develop your interpersonal skills in team collaboration. This assignment is not merely “presenting.” You are expected to engage the class in discussion with relevant learning objectives as a takeaway. You should prepare visuals as needed to help illustrate important points. There is no written component to this assignment; however, each group will submit 2 questions to be included on the final exam. You will be given time in class to work with your group to develop this assignment.

Final Exam – 200 points:

A comprehensive objective-type final exam will be given over the chapter readings, lectures, and other relevant information covered during the class sessions. 50 questions.

Class Participation – 150 points:

This is a highly interactive course. Each class session is designed for interaction and collaboration. Generally, this will involve in class experiential/application activities, exercises, small group discussion, and other learning activities that support the learning objectives of this class. Points earned are attendance based only and cannot be made up.

Grading:

This is a letter-graded course: Points earned will be based on the following letter grade equivalency (rounding will be applied as needed): 675-750=A; 600-674=B; 525-599=C

Assignment	Due Date	Points
Personal Reflection Paper	Thurs., June 11, 11:59 pm (Canvas)	125
Research Roundtable (individual assignment)	Sat., June 13 (in-class)	125
Management Forum (group assignment)	Sun., June 14 (in-class)	150
Final Exam	Sun., June 14 (in-class)	200
Class Participation	Ongoing	150
Total	NA	750

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.

“Safe Space” Policy

In this course there may be occasions when topics are controversial. Please recognize that in a learning environment, all classroom discourse should exhibit respect for all persons, not only within the confines of the classroom but also in general. Class discussion allows for disagreement; however, comments should be sustained by supported evidence, and not to be unsupported assertions of opinion, and never (personal) attacks. Incivility or rudeness of any kind is unacceptable.

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 (8-5), 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

Marilyn Y. Byrd, Ph.D.

Education

- Ph.D., Human Resource Development, Texas A & M University, College Station. TX.
- MBA, Sam Houston State University, Huntsville, TX.

Current Positions

Associate Professor, University of Oklahoma, Human Relations

Major Areas of Teaching

- Human Resources for the Human Relations Professional
- Organizational Behavior
- Leadership in Organizations
- Diversity and Justice in Organizations

Research Interests

- Organizational social justice and social change
- Spirituality as a response to social oppression
- Organizational social justice ethics (emerging research)
- Experiences of intersectionality in leadership
- Issues emerging from workforce diversity

Selected Publications

Book

- Byrd, M. Y., Scott, C. (2018). In M. Y. Byrd & C. Scott (Eds.), *Diversity in the Workforce: Current Issues and Emerging Trends, 2nd Edition*. Routledge. (Published)

Book Chapter

- Lloyd-Jones, B., Byrd, M. Y. (2018). Developing Culturally Responsive Mentoring in the Professoriate: A Theoretical Model. In E. T. Murakami & H. J. Mackey (Eds.), *Beyond Marginality: Understanding the Intersection of Race, Ethnicity, Gender and Difference in Educational Leadership Research*. Information Age Publishing. (Published)
- Byrd, M. (2018). Social Identity Diversity and Leadership in the Workforce. *Diversity in the workforce: Current issues and emerging trends*. Routledge. (Published)

Conference Proceedings (Author and Presenter)

- Byrd, M. Y. (2019). "Pedagogical Approach for Addressing Racism and Building a Foundation for Human Relations in the Workplace." Annual AHRD Conference. Louisville, KY: AHRD, *Academy of Human Resource Development*.

Selected for a Cutting Edge Award

- Byrd, M. Y. (2018). "Diversity Branding Promotes a Valuing Philosophy but Where is Social Justice? Annual AHRD Conference. Richmond, VA: AHRD, *Academy of Human Resource Development*.

Journal Articles

- Byrd, M. Y. (2018). Diversity Branding Strategy: Concealing Implicit Stereotypes and Biased Behaviors. *Advances in Developing Human Resources*, 20(3), 299-312.
- Byrd, M. Y. (2018). Does HRD have a moral duty to respond to matters of social injustice?. *Human Resource Development International*, 21(1), 3-11.
- Shuck, B., McDonald, K., Rocco, T., Byrd, M. (2018). Human Resources Development and Career Development: Where Are We, and Where Do We Need to Go.

Media Review, Invited

Byrd, M. (2017). The History of Human Resource Development by Gosney & Hughes, *New Horizons in Adult Education and Human Resource Development*

Editorial

- Editor in Chief, *Advances in Developing Human Resources* journal
Associate Editor (2012-2018)
Board Member (2009-2012)

Major Professional Affiliations

- Academy of Human Resource Development (AHRD)
Board of Directors (appointment 2017-2020)
- Society of Human Resource Management (SHRM)