

# The University of Oklahoma

## College of Continuing Education

### Advanced Programs – Course Syllabus

#### Course Title:

Introduction to Graduate Studies in Human Relations

#### Course Number:

HR 5093-113

#### 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, particularly regarding writing standards and research methods. Additionally, it provides an awareness of the history, theoretical basis and career opportunities in human relations-oriented organizations.

#### Class Dates:

Dates: June 2 – 4 & 9 – 11, 2017

Location: Bldg. 201 SE, Tinker AFB, Oklahoma.

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: May 4, 2017

This military installation is not open to the general public. In order to take courses at this installation, students must have a current military or Department of Defense identification card which allows them to access the installation.

#### Site Director:

Email: [aptinker@ou.edu](mailto:aptinker@ou.edu). Phone: 405-739-7365 or DSN 339-7365.

#### Professor Contact Information:

Course Professor: Anita Fream, M.A.

Mailing Address: 620 Classen Blvd  
Norman, OK 73071

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

E-mail Address: [Anita.S.Fream-1@ou.edu](mailto:Anita.S.Fream-1@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@fhg.follett.com](mailto:0831mgr@fhg.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. Harris, H. S., Maloney, D. C., & Rother, F. (2003). *Human services: Contemporary issues and trends* (3<sup>rd</sup> ed.). Boston, MA: Allyn & Bacon. ISBN 9780205327706.

2. Weston, A. (2011). *A practical companion to ethics* (4<sup>th</sup> ed.). New York, NY: Oxford University Press. ISBN 9780199730582.
3. Materials posted on the OU Canvas system: Access Canvas at <http://canvas.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: The Follett/AP Bookstore 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 the Follett/AP Bookstore.

### **Course Objectives:**

- understand major approaches to human relations
- define human relations as an art, a science and a multidisciplinary field
- identify issues that impede or facilitate positive human relations
- describe historical foundations of human relations
- explain diversity as a foundation of social justice
- define the concept of a service orientation to the human relations profession
- apply the knowledge and skills gained in the program to possible career opportunities in human relations

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

#### **Instructional Strategies**

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

#### **Canvas Course Website:**

Please note that this course is supported by Canvas, and some course materials will be found on Canvas. This will include links to specific internet resources.

#### **Class participation and attendance:**

Active participation includes relevant in-class discussion, small group activities and respectful relations among your colleagues.

#### **Reading Assignments:**

All assigned readings must be completed prior to the class meeting. Class discussion will be based on the reading, and informed participation in discussion is expected. Additional reading material may be handed out and read in class.

#### **Ethics Paper, due first day of class:**

Each student is to use *A Practical Companion to Ethics* to write a five-page paper using the following approach: Apply the information or theories 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.

#### **Small Group Assignments:**

Student groups will be given questions and reach consensus on answers to be turned in. These assignments will be completed in class and require no outside research.

**Individual Essays:**

There will be two graded individual essays completed in class. Instructions will be given in class; no outside research is required.

**Online Quizzes:**

The class will include one quiz administered through Canvas, consisting of 25 multiple choice items. These will cover information from the text only.

**Personal Assessment Paper, due two days after last class session:**

Students will write a five-page paper analyzing and describing their career goals as they relate to human services skills, requirements and challenges. Outside research is required for this assignment. At least five references, in addition to the text (if used) must be included, and only academic sources should be used. Research may relate to unique challenges faced by those working in your chosen career field, specific requirements of your field, application of specific human relations skills, etc. All citations should be in APA style. This paper should be submitted to Canvas.

**Grading:**

This is a letter-graded course: A, B, C, D, or F. Total points available are 200. Grades will be determined as follows:

| Assignment                              | Due Date   | Points            |
|---|--|-------------------|
| Ethics paper                            | June 2, 2017   | 45                |
| Small group assignments (4 X 10 points) | During class sessions: 6/3 a.m., 6/4, 6/10 a.m., & 6/10 p.m. | 40                |
| Individual essays (2 X 25 points)       | During class sessions: 6/3 p.m. & 6/11                       | 50                |
| Online quiz                             | June 13, 2017  | 25                |
| Personal assessment paper               | June 13, 2017  | 40                |
| <b>Total Points</b>                     | <b>NA</b>  | <b>200 points</b> |

**Grading:**

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

A = 180-200 points; B = 160-179 points; C = 140-169 points; D = 120-139 points; F = 0 - 119 points.

**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 Incomplete 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.

## **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**

**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