



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5183-101: Seminar in Issues in Human Relations Training

Course Description:

Students in this course will study their own learning processes and will participate in their own self-directed learning project on an issue related to human relations training.

Class Dates, Location and Hours:

Dates: March 16 - 18 & 23 - 25, 2018
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: February 15, 2018

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. Phone: (405) 739-7365 or DSN 339-7365.

Professor Contact Information:

Course Professor: Richard L. Coberg, Ph.D.
Mailing Address: P.O. Box 6362
Norman, OK 73070
E-mail Address: drcoberg@aol.com
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. 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. Gross, R. (1999). *Peak learning: How to create your own lifelong education program for personal enlightenment and professional success*. New York: Penguin Group. ISBN 9780874779578.
2. Carliner, S. (2005). *Training design basics*. Alexandria, VA: American Society for Training and Development. ISBN 9781562863487.

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:

- Students will understand their own learning processes and be able to use specific “peak learning” methodologies as evidenced by the pre-class assignment.
- Students will be able to explain and use the “self-directed learning process” as evidenced by their completion of a “Learning Contract.”
- Students will have a greater understanding of a specific “human relations training” issue as evidenced by their class presentation and documentation of the fulfillment of their “Learning Contract.”

Specifically, students will:

1. Keep a learning log and a class journal;
2. Participate in a team presentation on a topic related to learning;
3. Assess their own learning needs in an area related to human relations training that is of special interest to them;
4. Complete a "Learning Contract," specifying how they will meet their learning needs;
5. Fulfill their "Learning Contract" (sufficient class time will be allowed for this);
6. Make a presentation about what they learned, how they learned it, and an analysis of their learning experience; and
7. Provide documentation that they met their learning needs and analyze their “Learning Contract” experience.

Examples of subjects for "Learning Contracts" are:

- Self-directed learning and using learning contracts
- Experiential learning methods
- Accelerated learning
- Multiple intelligences
- Critical thinking
- Ethics in human relations
- Using Neurolinguistic Programming (NLP) techniques in education/training
- Learning styles
- Adults as learners
- Aging and learning
- Diversity training
- Team building
- Total quality management
- Leadership training
- Learning organizations
- Conflict management training
- Conflict mediation
- Assertiveness training
- Attitudes and learning
- Self Esteem and learning
- Stress Management training
- Consulting methods and skills
- Career development counseling
- Facilitating group process
- Literacy training
- Continuing education

Assignments, Grading and Due Dates:

Pre-Class Assignments:

Learning Log:

Read *Peak Learning* first. As you begin *Peak Learning*, keep a Learning Log. Include in your log (but do not limit yourself to) a description of your experiences with the following activities from the book:

- a. Those Slow-Learning Blues
- b. Activating Your Inner Learner
- c. Personal Learning-Style Profile
- d. Mind-Mapping Something that Matters to You
- e. Using the Six Hats
- f. Your Ideal Learning Place--Not-So-Instant Replay

This is not a journal or diary, but rather a log in which to jot notes about your experiences and insights related to your own learning during the few weeks before the class. This will be turned in the first class period.

Chapter Outlines:

Then read *Training Design Basics (ASTD Training Basics)* (Paperback) by Saul Carliner. Outline each chapter and bring your outline to class. You will be using this text for class presentations.

Learning Contract:

Because you will only have a few days to complete your "learning contract," you need to begin collecting resources on one of the above topics or a related subject. It needs to be a topic in which you are particularly interested. It could be a subject that you will use in your work or volunteer activities or simply one about which you always wanted to know more. Do not select a topic with which you are already familiar. I will bring as many resources as I can with me. If you want to check about a topic other than the ones listed or ensure that I bring specific resources, E-mail me at drcoberg@aol.com. My phone number is (405) 360-4353.

Post-Seminar Project Assignment:

Select one of the subjects listed above for possible "Learning Contracts." This needs to be approved by me before the end of class. Research and read five to seven chapters or articles about the subject and write a four to five page analysis, sharing your reactions to the readings as a human relations professional and/or possible facilitator of adult learning. This may be mailed or e-mailed to me.

Grading:

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

Assignment	Due Date	Percent of Grade
"Learning Log"	First Class Period	20
Learning Team Presentation/Activity	During Class Sessions	20
Individual Presentation on your Self-Directed Learning Project	During Class Sessions	20
Final Examination	Last Day of Class	20
Post Seminar Project	Two weeks after last Class Session, April 8, 2018	20

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

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

Richard L. Coberg, Ph.D.

Education

1982 Ph.D. in Lifelong Learning, University of Oklahoma, Norman, Oklahoma

Current Positions

Director, Educational Alternatives, University of Oklahoma, Norman, Oklahoma

Frequently Taught Advanced Programs Courses

- HR 5003 Theoretical Foundations of Human Relations
- HR 5013 Current Problems in Human Relations
- HR 5083 Seminar in Group Dynamics
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5113 Grant Writing & Development
- HR 5113 Women & Men in Organizations

Representative Publications and Presentations

- With Feuquae, C. (1988, Spring). *Perceptions of residence halls at the University of Oklahoma - a focus group approach.*
- Coberg, R. L. (1987). *Leadership training ideas for involving youth, parents, schools and the community in prevention.* Oklahoma Department of Mental Health.
- Coberg, R. L. (1987). *Workbook for school, police, community, youth committees' workshop.* Oklahoma Highway Safety Office.
- Coberg, R. L. (1985). *Community leader's guide, the young Oklahoman drinking driver alternative project.* Oklahoma Highway Safety Office.
- Coberg, R. L. (1985). *The Oklahoma challenge facilitators guide.* Oklahoma Highway Safety Office.

Representative Honors and Awards Received

- Oklahoma Safe-Kids Seatbelt Award, 1993
- National Commission Against Drunk Driving 1990 Distinguished Service Award in Prevention
- Advertising Council Award of Merit 1988, Oklahoma Challenge Video
- Outstanding Staff Member 1983, University of Oklahoma Student Association
- Award of Excellence, Managerial Staff Council, University of Oklahoma, 1982

Major Professional Affiliations

- Oklahoma College Personnel Association
- Oklahoma Adult Education Association
- Oklahoma Community Education Association
- Toastmasters International
- Alpha Phi Sigma, National Criminal Justice Honor Society