

The University of Oklahoma

College of Continuing Education

Advanced Programs – Course Syllabus

Course Title:

Human Emotions

Course Number:

HR 5153-301

Course Description:

This course will be to review some philosophical constructs and current neuroscience research related to human emotions; assumptions about the expression of emotions and it's function in cognitions and communications and to begin the process of calibration of self as a human relations professional. The class will employ both didactic and experiential approaches.

Class Dates, Location and Hours:

Dates: March 12 – 18, 2017

Location: Hangar 2, Room 202, Hickam AFB, Hawaii.

Hours: Sunday 8:30 a.m.-4:30 p.m.; Monday - Friday 6:00-10:00 p.m.; Saturday 8:30 a.m. - 12:30 p.m.

Last day to enroll or drop without penalty: February 11, 2017

Site Director:

Email: aphickam@ou.edu. Phone: 808-449-6364 (DSN & Commercial).

Professor Contact Information:

Course Professor: Melinda M. Howard, Ph.D.

Mailing Address: 6232 Olde Harwick Circle
Oklahoma City, OK 73162

Telephone Number: (405) 603-7703 (home)
(405) 820-0218 (cell)

E-mail Address: mhoward6232@gmail.com or melinda.howard-1@ou.edu

Professor availability: The professor will be available via e-mail and phone to students before and after the class sessions. On-site office hours are half an hour before and after each class session or by arrangement.

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. 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. Oatley, K., Keltner, J.M., & Jenkins, J.M. (2013). *Understanding emotions* (3rd ed.) New York: John Wiley & Sons. ISBN 9781118147436.
2. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at <http://learn.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: 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.

Suggested but not required readings:

1. Dully, H., & Fleming, C. (2008). *My lobotomy: A memoir*. New York: Crown. ISBN 9780307381279.
2. Frost, P. (2007). *Toxic emotions at work and what you can do about them*. Cambridge, MA: Harvard Business School Press. ISBN 9781422102855.
3. Galasinski, D. (2008). *Men and the language of emotions*. New York: Palgrave MacMillan. ISBN 9780230554313.
4. Lerner, H. (2005). *The dance of anger: A woman's guide to changing the patterns of intimate relationships*. New York: Harper Collins. ISBN 9780060741044.
5. Walton, S. (2006). *A natural history of human emotions*. New York: Grove Atlantic. ISBN 9780802142764.
6. Ellis, A. (1999). *How to make yourself happy and remarkably less disturbable*. Atascadero, CA: Impact. ISBN 9781886230187.

Course Objectives:

This course is designed to:

- provide a broad interdisciplinary overview of human emotions
- increase understanding of emotions and their functions cognitively as well as socially
- increase understanding of the emotional networks in the brain
- increase understanding of social construction in emotions
- improve your functioning as a human relations professional through integration of this information in interactions

Assignments, Grading and Due Dates:

1. Read the text *Understanding Emotions* prior to the first day of class and be prepared to participate in class discussions regarding the text materials. You will be assigned a chapter of this book to discuss in class either individually or in pairs or small groups (depending on the class size). This will be an oral/discussion assignment in class but you will know “your” chapter prior to the start of class.
2. Pre-class paper. Select an emotion and write a 6-10 page paper about that emotion. The research in the paper should cover several aspects of information regarding the emotion and include at least 3 references other than the textbook. **Due the 1st day of class to the dropbox online.**
3. Prepare a 10-15 minute class presentation of your findings about the emotion you wrote about in assignment 2. This will be an oral report in class.
4. In-class participation in experiential, written, and discussion exercises exploring emotions.
5. Final post-class paper. **Within three weeks after the last class, April 8, 2017.** If you do not want to receive an “Incomplete”, submit a 5-6 page paper addressing one of the following applications of the study of human emotions summarizing the information you find and how you can apply it to your professional work and personal life.
 - Emotional intelligence
 - Leadership and emotions
 - Relationships and emotions
 - Post-Traumatic Stress Disorder (PTSD)
 - Emotions in the workplace
 - Emotions and health

- Tapping/Emotional Freedom Technique (EFT)
- Mindfulness

Grading:

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

Assignment	Due Date	Points toward grade
Pre-class paper	First class session	30 points
Participation in class activities throughout	All class sessions	30 points
Post class paper	Three weeks after the last class session, April 8, 2017	30 points
Attendance points off for late or departing early	All class sessions	10 pointss

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

Melinda Millsap Howard, Ph.D.

Education

- Ph.D. Adult and Continuing Education, University of Oklahoma
- M.Ed. Counseling Psychology, University of Central Oklahoma
- B.A. Sociology, Oklahoma City University

Current Positions

- Owner, Howard Consulting
- Adjunct Associate Professor for University of Oklahoma Advanced Programs since 1985

Previous Experience

- Interim Director of Organization and Clinical Development, Saint Thomas Health in Nashville
- Manager of Learning and Development, University of Oklahoma Health Sciences Center
- Manager of Organization and Clinical Development, Deaconess Hospital
- Consultant for Personnel Decisions International (PDI)
- Director of Learning Resources, Integris Health
- Co-developer of a National Executive Leadership Institute for vocational rehabilitation administrators
- Senior Consultant for a management training and consulting organization for nonprofits
- Training Coordinator for the Oklahoma Office of Personnel Management
- Conducted workshops and classes for business, government, education, financial, and health care organizations for over thirty years.
- Experienced facilitator of team building, visioning, and strategic planning.
- Presented concurrent sessions at the 1983 and 1987 national conferences and the 1984, 1985, 1986, and 1990 regional conferences of the American Society for Training and Development.

Frequently Taught Advanced Programs Courses

- HR 5043 Seminar in Organization Change & Development
- HR 5073 Creative Problem Solving
- HR 5113 Stress Management
- HR 5153 Human Emotions

Major Areas of Teaching and Research Interest

- Organization behavior, change, and development;
- Human resource development
- Performance consulting
- Team building and facilitation skills
- Adult learning theory and training design
- Interpersonal and intrapersonal skills

Representative Honors and Awards Received

- Selected as Outstanding Board Member and Outstanding Chapter Member (twice) for the Central Oklahoma Chapter of the American Society for Training and Development
- Nominated for “Manager of the Year” three times at Integris Health

Major Professional Affiliations

- The American Society for Training and Development
- Senior Organization Development Association