

The University of Oklahoma

College of Continuing Education

Advanced Programs – Course Syllabus

Course Title:

Work, Life, Balance

Course Number:

HR 5970-432

Course Description:

With the increase in two-career couples, single working parents, and job demands, balancing work and the rest of our lives has become a serious challenge. This course will examine work/life balance from several perspectives: underlying values that promote unhealthy lifestyles, current issues for working adults, policies in the U.S. and other countries that address problems faced by families, and skills that can be used to promote healthy lifestyles.

Course Dates:

July 1-August 31, 2017

Last day to enroll or drop without penalty: July 1, 2017

Site Director:

Please see your local Site Director or email apidr_internship@ou.edu

Professor Contact Information:

Course Professor: Dr. Susan Marcus-Mendoza
Mailing Address: University of Oklahoma
Physical Sciences Building, Room 727
Telephone Number: (405) 325-2258 direct line
(405) 325-1756 HR department line
FAX Number: (405) 325-4402
E-mail Address: smendoza@ou.edu
Virtual Office Hours: Please contact the professor.
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods 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@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 4 p.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. Bailyn, L. (2006). *Breaking the mold: Redesigning work for productive and satisfying lives* (2nd ed.). Ithaca, NY: Cornell University Press. ISBN 9780801489983.
2. Kasser, T. (2003). *The high price of materialism*. Cambridge, MA: MIT Press. ISBN 9780262611978.
3. Sweet, S. (2013). *The work-family interface: An introduction*. Thousand Oaks: Sage. ISBN 9781452268781.

4. Morgenstern, J. (2004). *Time management from the inside out: The foolproof system for taking control of your schedule-and your life* (2nd ed.). New York: Henry Holt. ISBN 9780805075908.

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.

OU E-Mail:

All official correspondence from distance learning instructors will be sent only to students' ou.edu address.

Online Orientation:

The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at:

<http://www.ou.edu/content/cas/online/student-online-orientation.html>

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at

<http://www.ou.edu/content/cas/online/student-information.html> or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Course Objectives:

1. Students will identify the sum of underlying values in our society that promote unhealthy behaviors.
2. Students will examine the challenges of and the possible solutions for work/life conflicts.
3. Students will also read about policies in the United States and other countries that address needs of families facing work/life conflicts.
4. Students will learn time management skills that can be utilized by working adults to help promote a healthy lifestyle

Assignments, Grading, and Due Dates:

This course has four written assignments. **All assignments are due no later than August 31, 2017.**

Assignment 1:

Read "The high price of materialism." This book examines the unhealthy psychological impact that materialism is having on the U.S. population and suggests some strategies for changing the values at the personal, family, and societal level. It is a short, very readable book. Clearly, materialism is not the only reason for work/life conflict, but I think it certainly is a large part of it for some families. Write a paper summarizing the major points of Kasser's research and perspective. Do you agree with his perspective? Reflect on how this is impacting (or not impacting) your life and the lives of your friends and family. 1250-1500 words.

Assignment 2:

Read "Breaking the mold: Redesigning work for productive and satisfying lives." This is also a short, readable book. Summarize Bailyn's major points: cultural assumptions underlying the issues, organizational and individual constraints, and family as a complicating factor for organizations. What solutions does Bailyn propose? Do her ideas work for the families in the case studies? Do you think they would work for you or others that you know? Why or why not? 1250-1500 words.

Assignment 3:

Read "Families that work: Policies for reconciling parenthood and employment". This book offers a comprehensive review of the policies in the U.S., Europe, and Canada that address family issues, and proposes needed policy for the United States. Write a paper analyzing how well current U.S. policies

meet the needs of families. Include a summary of the major issues, how well they are addressed in this country, the authors' proposed solutions, and your ideas on which policies in other countries the U.S. should consider adopting. 1250-1500 words.

Assignment 4:

Read "Time management from the inside out." This is one book that offers some skills but certainly not the only book that would be helpful. You should look for others that might help you or others in your workplace. For this assignment, read the book and try some of the strategies, if you can. How do these strategies work for you? Do you think they would work for your family? If you were a supervisor in the workplace, which of these skills might you implement? What other skills are needed in the home or in the workplace to address work/family conflict? What policies or practices (that you learned about in the other texts) might you adopt in your workplace to help working parents? These questions do not have to be addressed in this order. 1250-1500 words.

Writing instructions:

Your name, student ID number, and email address should appear on each assignment. Use headings to organize your paper and to ensure that each section of the assignment has been addressed. All papers should be typed, double spaced, and saved as either Word 2003 (.doc), Word Perfect (.wpd) or Rich Text Format (.rtf) document (if you are sending by email). Please use APA format for references, in-text citations, and paper format. Also, please be sure to include your ideas in all papers as required. To be an HR professional, you must know how to formulate and express your ideas for change. Please let me know if you have any questions while you are working on your papers.

Grading:

This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

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.

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 Incompleted 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.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at: <http://webapps.ou.edu/it/> or contacting them by telephone at: (405) 325-HELP (4357).

POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

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.

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

Susan Marcus-Mendoza, Ph.D.

Education

- 1983 B.S in Psychology, University of Houston
- 1987 M.S. in Clinical/Community Psychology, Texas A&M
- 1988-1989 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
- 1990 Ph.D. in Clinical/Community Psychology, Texas A&M

Current Positions

- Chair, Department of Human Relations
- Professor of Human Relations
- Professor of Women's and Gender Studies
- Licensed Psychologist in Oklahoma
- Advanced Programs Professor since 1993

Frequently Taught Advanced Programs Courses

- HR 5463 Counseling Skills
- HR 5473 Women and Mental Health
- HR 5003 Theoretical Foundations of Human Relations
- HR 5013 Current Problems in Human Relations

Major Areas of Teaching and Research Interest

- Female inmates, prison programming

Representative Publications and Presentations

- Marcus-Mendoza, S. T. (2011). Feminist therapy with incarcerated women: Practicing subversion in prison. *Women & Therapy*, 34 (1&2), 77-92.
- Marcus-Mendoza, S. T. (2011). Review of the book *The fat studies reader*. *Feminism & Psychology*, 21, 273-276.
- Marcus-Mendoza, S. T. (2004). Feminist therapy behind bars. *Women Studies Quarterly*, 32, (3&4), 49-60.
- Marcus-Mendoza, S. T., & Wright, E. (2004). Decontextualizing female criminality: treating abused women in prison in the United States. *Feminism & Psychology*, 14 (2), 250-255.
- Marcus-Mendoza, S. T., & Wright, E. (2003). Treatment of women in prison and their history of violence. In S. Sharp (Ed.) *The incarcerated woman: Rehabilitative programming in women's prisons*. Upper Saddle, N. J.: Prentice Hall.

Major Professional Affiliations

- American Psychological Association
- Association of Women in Psychology