



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5093-101: Introduction to Graduate Studies in Human Relations

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, including writing standards and library research methods. Information and practice in basic human relations helping skills at the individual, family, small group, and social group levels will be provided. Additionally, the course includes history, theoretical basis, and career opportunities in human relations-oriented organizations.

Class Dates, Location and Hours:

Dates: February 21 – March 1, 2020

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: January 23, 2020

Site Director:

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.

Email: aptinker@ou.edu. Phone: 405-739-7365 or DSN 339-7365.

Professor Contact Information:

Course Professor: Anita Fream, M.A.
Mailing Address: 620 Classen Boulevard
Norman, OK 73071
Telephone Number: (405) 325-1756
Fax Number: (405) 325-4402
E-mail Address: Anita.S.Fream-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. Henderson, G. and Long, W., eds. (2016). *Introduction to human relations studies*:

Academic foundations and selected social justice issues. Springfield, IL: Charles C. Thomas Publishers, LTD. ISBN 9780398091217

2. Weston, A. (2011). *A practical companion to ethics* (4th ed.). Boston, MA: Allyn & Bacon. 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. Additional short reading materials may be required. Any such materials may be accessed through Canvas and will either be read in class or will be made available on Canvas.

Course Objectives:

After completion of this course, students will be able to

- describe major approaches to human relations
- define human relations as a practice 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
- apply learned human relations skills to case studies
- demonstrate learned human relations skills in simulated helping situations
- apply the knowledge and skills gained in the program to possible careers in human relations

Course Outline and Tentative Schedule:

First Friday Night, 5:30 – 9:30

- Definitions
- Systems approach with case study
- Values and change activity

First Saturday morning, 8:30 – 12:30

- Individual change
- Qualities of a successful helping relationship
- Small Group Assignment One – 10 points

First Saturday afternoon, 1:30 – 4:30

- What works and why
- Practice activity with structured feedback and discussion
- Individual Essay One – 30 points

First Sunday, 1:00 – 5:00

- Families with guide to family intake
- The Family Game: Practice in interviewing families
- Small Group Assignment Two – 10 points

Second Friday night, 5:30 – 9:30

- Group Decision-making, leadership, and characteristics of groups
- Problems and interventions in groups

Second Saturday morning, 8:30 – 12:30

- Case Study re: groups
- Small Group Assignment Three – 10 points
- Organizational change and history
- Motivation
- Case study with demonstration of facilitation technique

Second Saturday afternoon, 1:30 – 4:30

- Social change strategies with video examples
- Small Group Assignment Four – 10 points

Second Sunday, 1:00 – 5:00

- Ethics and the law in relation to HR
- Analysis of scenarios
- Individual Essay Two – 30 points

Assignments, Grading and Due Dates:

Reading Assignments

The Weston text is the basis for the ethics paper, described below. It should be read in time for you to prepare for and write that paper.

Assigned portions of *Introduction to Human Relations Studies* are noted in the grading chart, shown below. Some class discussion may be based on the reading, and informed participation in discussion is expected. In addition, selected portions will be used to write the essay analysis paper, described below.

Additional reading material may be provided online through Canvas (under Modules/Student Materials) or handed out and read in class.

Essay Analysis Paper

Students will write a five-seven page paper (not counting the title page or the reference page) analyzing and reacting to one social justice topic from the Henderson and Long text.

Each student will choose his or her topic from the “isms” described in Part II of *Introduction to Human Relations Studies*, and will be responsible for reading the introduction and both essays included for the chosen topic.

Outside research is also required for this assignment. The paper will be written in APA style. Further instructions will be found on Canvas, along with the assignment rubric.

Ethics Paper

Each student is to use the Weston text to write a five-seven page paper (not counting the title page or the reference page), using the following approach: Apply the information 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. Make sure you apply the ethical ideas from Weston and use them to analyze your case situation.

Outside research is also required for this assignment. The paper will be written in APA style. Further information will be found on Canvas, along with the assignment rubric.

Small Group Assignments

There will be four small group assignments completed in class during regular sessions. Student groups will be given questions and reach consensus on answers, based on applying information to case studies or simulations. These assignments will be completed in class and require no outside research. Assignments may be submitted through Canvas or in hard copy; feedback will be written directly on the student responses.

Individual Essays

There will be two graded individual essays completed in class. Both essays will be completed in class during regular sessions and no outside research is required. Responses may be submitted through Canvas or in hard copy, with feedback written directly on the submissions.

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
Essay analysis paper	March 15, 2020	50
Small group assignments (4 X 10 points)	See schedule above	40
Individual essays (2 X 30 points)	See schedule above	60
Ethics paper	March 15, 2020	50
Na	Total	200 points

Readings Checklist for Your Use

Readings	Suggested Completion Time	
Read Weston text.	In time to write your paper	
Henderson & Long text: "An Overview"	Before first class session	
Henderson & Long text: "Education" and "The Humanities"	Before first Saturday of class	
Henderson & Long text: "Professional Helpers and Organization Leaders"	Before second Friday of class	
Henderson & Long text: "Community Change Strategies"	Before second Saturday of class	
Henderson & Long text: Materials included in one chosen chapter from Part II, for use in essay analysis paper	In time to write your paper	

Grading Scale:

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

Policy for Late Work:

If you need an extension, please contact me in advance to make arrangements. Assignments turned in late without making arrangements may result in partial credit or no credit, if submitted too late for timely submission of the grade sheet.

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. University policy specifies that an "I" can never be used in lieu of an "F." In order for me to assign an Incomplete, a certain specified percentage of the coursework must be completed. If you think you will need to take an Incomplete for this course, please speak with me immediately.

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

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 5003 Theoretical Foundations of 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
- “Guest Column: Acquiring a Taste for Real Life Public Affairs,” published in *Wake Up*, the social justice newsletter published by the Planned Parenthood Federation of America.
- “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