

Department of Human Relations  
Comprehensive Examination Guidelines  
Option 1

**Important Notice: Please read all of the enclosed guidelines carefully. Failure to follow these guidelines will result in a failing grade on your exam.**

If you have any questions about the exam, please contact Christy Burt at [cburt@ou.edu](mailto:cburt@ou.edu) and she will answer your questions or refer you to the appropriate person.

**You must verify by email to the appropriate person ASAP to let them know you received your comprehensive exam.**

Please remember that the comprehensive exam should be written entirely by you. It is **not** acceptable to have anyone help you research, write or edit your responses to this examination with the exception of the University of Oklahoma Writing Center. Receiving assistance on this exam may result in charges of academic misconduct.

**Note:** A system is in place to assist students with the citation of external sources and the appropriate use of quotations. This is the **ONLY** assistance you may receive on your exam. You may receive no help with the content of your responses. First, when you receive your exam, you will be added to a Canvas course that will allow you to check the originality of your work. This will allow you to ensure that you have **not** overused quotations or that you have **not** unintentionally committed an act of plagiarism (more information is available on the Canvas site). Second, if your paper is flagged as unoriginal by Turnitin.com (on the Canvas site), or if you have concerns about your exam, you may use the resources available through the OU Writing Center. Staff at the Writing Center will **not** assist you with the content of your exam, but can assist you with questions regarding the appropriate use of citations. The Writing Center resources are available to you in person or online. You can find out more on their website: <http://www.ou.edu/writingcenter.html>.

The purpose of the Comprehensive Examination is to give students an opportunity to review the theoretical aspects of the Human Relations field and to integrate that information with application as they approach the culmination of study for the Master of Human Relations degree. Therefore, it is not a mere review of courses completed.

Upon receipt of the questions, students have **thirty days (30)** to complete and return the examination. If you **do not** submit the exam in Canvas on or before the due date to be evaluated you will receive a grade of an **Unsatisfactory**, which is a comp failure. This will count as one of your two attempts to pass the exam.

Canvas will not allow multiple files to be submitted. You must submit your completed exam in one Word document (.doc or .docx) or Rich Text Format (.rtf) to the Canvas dropbox for Comprehensive Final Exam.

The Comprehensive Examination will be evaluated by a committee of three Human Relations faculty members. You should receive your results within 6 weeks of submitting your exam. The results will be Satisfactory/Unsatisfactory (Pass/Fail). In the event that a student receives an Unsatisfactory (Fail), the examination may be taken again one additional time, during the next or subsequent semester, and the student will be required to enroll for **two additional hours of graduate course at OU**. Student who fails Option 1 will have the option to retake their comps but with different questions or chose Option 2 if meet the criteria.

*Student only have two attempts for the comps, regardless of the options chosen, and a second failure will result in a permanent enrollment stop.*

### **Exam Format**

Each examination consists of two pairs of questions. Students should answer one question from each pair. For example:

Question 1. Choose either A or B

A...

B...

Students should type the questions selected on a separate page which will serve as a cover page for the question. For example:

Question 1A

Type the text of the question. This page will accompany each question. Do not number this page. In addition, please put your name and student ID number on the cover page of each question.

The answer to each question is to be between **2500-3000** words. This total includes text only, and does not include the cover page and reference page. All essays should **double-space**. Students using typewriters should use standard pica or elite type. Students using computers should use 12-point size font. The following typefaces are accepted: Times New Roman and Courier New. Margins on all four sides (top, bottom, left and right) should be one inch. **Failure to follow these guidelines will result in failing the exam.**

**Students must follow the American Psychological Association (APA) style for writing papers.**

However, you do not need to include a running head or an abstract. You are required to include page numbers.

### **Exam Content**

Students should focus on answering only the question asked. Make sure the answer stays on the topic and does not include tangential issues or information. The answers must reflect the student's personal integration of several specifically identified concepts rather than a mere review of the literature.

Generalizations should be carefully supported with specific examples. The subjects assigned should be addressed in some depth. Main points should be stated clearly, documented with references to the literature by citations in the text, and illustrated by specific examples. Students should clearly explain

how the point(s) and the example(s) are connected with the assigned question.

Responses should be written in inclusive language that is non-sexist and non-racist. Refer to the 7th edition of the APA Publication Manual, chapter 5 - Bias-Free Language Guidelines. You may use the first person (the word “I”).

Students are to cite specific references within the text of the answer and to include a reference list. Each answer must contain references from **7 different scholarly sources**. The same sources can be used in both questions if appropriate. Each answer should contain its own reference page, which is in addition to the essay. It is important to cite the scholars who have contributed to an area of inquiry. Use scholarly books and journals and avoid using popular magazines or non-academic Internet sites as sources for your research. **Do not use Wikipedia or dictionaries.** You may use the same source in more than one essay.

**Failure to properly cite material that you are directly quoting or paraphrasing will result in a charge of academic misconduct.**

### **Using Inclusive Language**

Avoid using sexist language as the following:

1. The client is usually the best judge of the value of his counseling.
2. Man’s search for knowledge has led him into ways of learning that bear examination.
3. Some examples of other sexist terms are: man and wife; mankind; the average man; man the project; man-machine interface; and manpower.

Examples of appropriate language:

1. The client is usually the best judge of the value of counseling.
2. The search for knowledge has led us into ways of learning that bear examination.
3. Some examples of appropriate language: husband and wife; people; human beings; humankind; the average person; people in general; staff a project; hire personnel; user-system interface; person-system interface; work force; human resources.

**Quotations should be used sparingly and only to support your ideas.** Quotations should not be used to make your arguments for you. If you use too many quotes, we will not be able to ascertain if you understand the concepts about which you are writing. **Therefore, even if your answer is accurate, you will still fail the exam.**

### **Academic Integrity**

Academic integrity means honesty and responsibility in scholarship. No help is to be given to or received from other persons for the comprehensive exam. All work should be the product of the student.

Plagiarism means presenting someone else’s ideas or writing (published or unpublished) as your own.

There are four types: 1) copying without citations, 2) misappropriation of specific wording, 3) faulty paraphrasing, and 4) misappropriation of facts and ideas. Specific information on this and other forms of academic misconduct can be found at <http://integrity.ou.edu>.

**Exams will automatically be submitted to a plagiarism-detection data base.**