

The University of Oklahoma

College of Continuing Education

Advanced Programs – Course Syllabus

Course Title:

Introduction to Graduate Studies in Human Relations

Course Number:

HR 5093-221

Course Description:

Utilizing an interdisciplinary approach, students will be exposed to an introduction of theory and practice in human relations. Change will be discussed at the individual, small group, organizational, community, policy and societal levels. The application of human relations theories and concepts to personal growth and development will also be explored.

The format for this class includes lecture, group discussion, class presentations, written assignments, and analysis of video material.

Class Dates, Location and Hours:

Dates: September 13-18, 2016

Location: Spangdahlem AB, Germany. Students should check with Site Director for classroom location.

Hours: Tuesday - Friday 6:00-9:30 pm; Saturday and Sunday 8:30 a.m.-4:30 p.m.

Last day to enroll or drop without penalty: August 15, 2016

Site Director:

Cherié Cutler. Phone: DSN 452-7555, CIV 06565-61-7555; Fax: Spangdahlem Library 06565-7843;

Email: apspangdahlem@ou.edu

Professor Contact Information:

Course Professor: Vicki L. Tall Chief, Ed.D

Mailing Address: College of Public Health, Room 469
University of Oklahoma Health Sciences Center
PO Box 26901
801 N.E. 13th Street
Oklahoma City, OK 73190

Telephone Number: (405) 833-0908

E-mail Address: vicki-tallchief@ouhsc.edu

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@fhcg.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.

DeCenzo, D.A. & Silhanek, B. (2001). *Human relations: Personal and professional development* (2nd ed). Upper Saddle River, NJ: Prentice Hall. ISBN 9780130145741.

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.

Course Objectives:

The objectives of this course are to enable students to:

- understand major theoretical approaches to human relations;
- define human relations as an art, science, and a multidisciplinary field;
- identify issues that impede or facilitate positive human relations;
- develop communication competence, an understanding of graduate education standards, and the tools needed for graduate study;
- be familiar with the historical foundations of human relations;
- develop a clear understanding of diversity as a foundation of social justice;
- understand the concept of a service orientation to the human relations profession; and
- apply the knowledge and skills gained in the program to possible career opportunities in human relations.

Assignments, Grading and Due Dates:

Use APA guidelines for all assignments.

Readings:

Begin reading the chapters in the DeCenzo text. You should have most of it read before class begins. There will be an exam on the last day of class covering this material.

Pre-class Paper:

Write a paper (5-6 pages, double-spaced typed) that presents your perspective of human relations, the need for an interdisciplinary studies approach in Human Relations, and the usefulness of human relations studies to your profession or to important situations in your life. You should draw on personal perspectives and readings provided in the class texts. This paper is due the first day of class and a brief presentation to the class is required (50 points).

Team Presentation:

Teams will be formed and given assignments for a presentation on the chapters in the DeCenzo text. A portion of class time will be allotted for preparation. (50 points).

Final Exam:

The final exam will be given during the last class period. This will cover information provided in class and in the text. (100 points)

Post Seminar Assignment:

Read the following book: *FISH! A remarkable way to boost morale and improve results*. If you have previously read this book and want to read another one, you may choose *Fish sticks* or *When fish fly* (which are follow-ups to the first book). **These books will not be provided by Advanced Programs.**

Lundin, S.C., Paul, H., & Christensen, J.(2008) *FISH! A remarkable way to boost morale and improve results*. New York: Hyperion Press. ISBN 9780340819807.

Stephen, L., Paul, H. & Christensen, J. (2003) *Fish! sticks: A remarkable way to adapt to changing times and keep your work fresh*. New York: Hyperion Press. ISBN 9780340826454.

Yokoyama, J & Michelli, J (2004). *When fish fly: Lessons for creating a vital and energized workplace*. New York: Hyperion Press. ISBN 9781401300616.

***Fish!* paper due 10 days from the last class period, September 28, 2016.** Papers not received by this date receive a grade of “I” (incomplete). Write a 7-10 page paper (double-spaced, 12 pt. font) which includes: 1) a brief review of the source you chose, 2) a description of the key elements or points chosen for discussion in the paper, 3) an analysis of the chosen points using relevant material covered in the course and from your textbook, and 4) conclusions and observations that apply to your own work setting. (100 points)

Grading:

This is a letter-graded course: A, B, C, D, or F. A=300-270 points; B=269-240 points; C=239-210; D=209-180; and F=<179.

Assignment	Due Date	Points
Pre-class paper	First day of class	50
Team Presentation	During class time	50
Final Exam	Last class session	100
Post-Seminar Assignment	10 days from last class session, September 28, 2016	100

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.

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

Vicki L. Tall Chief, Ed.D.

Education

- 1978 Ed.D. in Health Education; Curriculum and Instruction, West Virginia University
- 1974 M.S. in Health Education, Eastern Illinois University
- 1972 B.S. in Health Education, Eastern Illinois University

Current Positions

- 2016 Professor Emeritus, Department of Health Promotion Sciences, College of Public Health, The University of Oklahoma Health Sciences Center
- 1990-Present Associate Professor, Department of Health Promotion Sciences, College of Public Health, The University of Oklahoma Health Sciences Center
- 1999-2000 Interim Chair, Department of Health Promotion Sciences Center, College of Public Health, The University of Oklahoma Health Sciences Center
- 1999-Present Adjunct Associate Professor, Department of Human Relations, The University of Oklahoma
- 1984-1990 Associate Professor of Health Education, Department of Health and Sport Sciences, The University of Oklahoma and Coordinator, Health Promotion Program, Department of Health and Sport Sciences, The University of Oklahoma
- 1978-1984 Assistant Professor of Health Education, Department of Health and Sport Sciences, The University of Oklahoma
- 1975-1978 Health Education Instructor, West Virginia University
- 1972-1975 Public School Teacher, Neoga High School, Neoga Illinois
- Advanced Programs Professor since 1994.

Frequently Taught Advanced Programs Courses

- HR 5092 Introduction to Graduate Studies in Human Relations
- HR 5082 Seminar in Group Dynamics

Major Areas of Teaching and Research Interest

- Principles of health education and health promotion
- Health Promotion Program Planning
- Program Evaluation
- Introduction to Graduate Studies in Human Relations
- Planning and evaluation of chronic disease interventions
- Tobacco use prevention and cessation among Native Americans

Representative Publications and Presentations

- TallChief, VL, Burton, T, Campbell,J, Boatright, DT, and Wendelboe,A. The Southwest PERLC and the Oklahoma Inter Tribal Emergency Management Coalition: a unique partnership. *Journal of Public Health Management and Practice*, 2014, 20(5), S107-S110.
- Campbell, JE, Martinez, SA, Janitz, AE, Pate, AE, Erb-Alvarez, J, Wharton, DF, Gahn, D, TallChief, VL, et al. *Cancer Incidence and Staging among American Indians in Oklahoma*. *Oklahoma State Medical Journal*. In Press.
- McCabe,OL, Everly, S, Brown, LM, Wendelboe, AM, Hamid, NHA, TallChief, VL, and Links, JM. *Psychological First Aid: A Consensus-Derived, Empirically Supported, Competency-Based Training Model*. *American Journal of Public Health*, In Press. Scheduled for August 2013.
- CPH (Certified in Public Health) Study Guide. Washington, DC: Association of Schools of Public Health, 2008.
- 2006-2007 ASPH/CDC Tribal Preparedness Resrouces Collaboration Group, Improving Partnerships for Tribal Preparedness. Authors: Coulter and Tall Chief, Published by ASPH,

October 2007.

- Exploitation of Native American Culture: Dissemination of Project TITAN Findings. National Conference on Tobacco or Health, Minneapolis, October 2007.
- Tribal Preparedness Resources: Developing Collaborations with Tribal Nations. (Cleaver) Tall Chief, et.al. Published by ASPH, January 2007.
- Crawford, M., Balch, G., & Mermelstein, R. with the CDC Tobacco Control Writing Group (Cleaver), Responses to tobacco control policies among youths. *Tobacco Control*, March 2002, Vol. 11, No. 1, pp. 14-19.
- Crawford, M. with the CDC Tobacco Control Network Writing Group (Cleaver), Cigarette smoking and adolescents: Messages they see and hear. *Public Health Reports* 2001; Suppl. 1 (116): 203-215.
- Kegler, M., Cleaver, V., & Valencia, M. An exploration of the influence of family on cigarette smoking among American Indian adolescents. *Health Education Research*, Vol. 15, No. 5, 2000, pp. 547-557.
- Geiger, B., Mauser-Galvin, M., Cleaver, V., Petri, C. & Winnail, S. Working with colleges and universities to enhance the health of students and schools. *Health Promotion Practice*, Vol. 13, No. 1, 2001, pp. 50-59.
- Kegler, M., Cleaver, V., & Kingsley, B. The social context of experimenting with cigarettes: American Indian "Start stories." *American Journal of Health Promotion*, Vol. 15, No. 2, 2000, pp. 89-92.
- Kegler, M., Kingsley, B., Malcoe, L., Cleaver, V., et al. The functional value of smoking and nonsmoking from the perspective of American Indian youth. *Family and Community Health*, 1999, Vol. 22, No. 2, pp. 31-42.
- Abubaker, W.A., Al-Assaf, A., & Cleaver, V. Using process improvement teams to prevent iron deficiency in Egyptian women. *International Journal for Quality in Health Care*, Vol. 11, No. 2, April, 1999.
- Wild, R.A., Taylor, L., Knehans, A., & Cleaver, V. (1994). Matriarchal model for cardiovascular prevention. *Obstetrical & Gynecological Survey*, 49, 147-152.
- Cleaver, V.L. (Fall, 1991). Needs assessment: The way to get started in community health education research. *The Catalyst*, 18 (4), p. 3.
- Cleaver, V.L. (Spring, 1986). Health education for life. *Oklahoma Journal of Health, Physical Education, Recreation, and Dance*, XVII (1), p. 6.
- Training Manual. *How to make decisions today for tomorrow's results: A planning manual for health educators*. Prepared with Billy Rogers, Health Promotion Programs, University of Oklahoma Norman Campus. Published by Health Education, Indian Health Service Headquarters, Rockville, Maryland, 1995 (117 pages).

Representative Honors and Awards Received

- College of Public Health Outstanding Teaching Award, May 2014.
- Appointed by HHS Secretary Michael Leavitt to the Interagency Committee on Smoking and Health (federal committee chaired by the Surgeon General of the US) - 2007-2013.
- Board of Directors, Schools for Healthy Lifestyles, Oklahoma City Public Schools, 1999-present.
- Elected member, National Coalition for Health Education Organizations (NCHEO), one of ten Delegates. 2007-2010. Elected to represent PHEHP/APHA.
- Chair, Behavioral & Social Sciences Council of the Association of Schools of Public Health, 2003-2006
- Governor Appointment – Interagency Coordinating Council for Prevention of Teen Pregnancy, 1995-2000.
- National Institutes of Health, Reviewer of grants, Special Emphasis Panel, 2004-present.
- Advisory Council, Oklahoma Poison Control Center, 2001-present.
- Elected, Director, Health Educator Section, American School Health Association, 1996-98.
- Outstanding Teaching Award, Department of Health Promotion Sciences, University of OK, 1996.
- Nominated for the Crook Outstanding Faculty Award in the College of Liberal Studies, May 1996.

- Elected, Member, Eta Sigma Gamma, National health Science Honorary, January 1989.
- Recipient, Eta Sigma Gamma Scholarship Key, January 1990.
- Who's Who in American Nursing, 1990-91 Edition.
- Who's Who in American Education, 1992-93 Edition.

Major Professional Affiliations

- Association of Schools of Public Health (Chair, Behavioral and Social Sciences Council, 2004-2006)
- American Public Health Association (Elected to Governing Council, 2002-2003)
- Society of Public Health Educators (Chair, School Health Section, 1993-1994)
- Oklahoma Public Health Association (President, Health Education Section, 1991-1992)
- American School Health Association (Director, Health Educator Section, 1996-1998)
- Eta Sigma Gamma