

# HR

## HUMAN RELATIONS

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*The* UNIVERSITY *of* OKLAHOMA.

### GRADUATE PROGRAM PLANNER



*The* UNIVERSITY *of* OKLAHOMA  
Department of Human Relations

UNIVERSITY OF OKLAHOMA  
HUMAN RELATIONS  
**MHR**  
GRADUATE PROGRAM PLANNER

This Program Planner will help you understand the requirements for the Master of Human Relations degree (MHR) and the graduate certificate programs in Human Relations. It contains important information to guide and assist you with your progress through our program.

You can find a current list of our staff and their roles on our Home page at [humanrelations.ou.edu](http://humanrelations.ou.edu). Please refer to our FAQ page [hr.publishpath.com/frequently-asked-questions](http://hr.publishpath.com/frequently-asked-questions) for additional information.

#### **IMPORTANT NOTE**

Your OU email account is the address that will be used for all official emails from your professors, Human Relations staff, and OU Administration. As an OU student, it is available to you at no charge. Although some students set their OU email account to automatically forward messages to their private account, this method is not always reliable. **Please check your OU email account on a regular basis.**

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## **Academic Requirements of the Master of Human Relations (MHR - Standard)**

A total of 36 credit hours are required for graduation from the MHR program. You may take up to five years after your first enrollment semester to complete the degree.

### **Conditional Admit**

Students with GPA of 2.5 - 2.99 who are admitted on a conditional basis will be required to take HR 5113 Graduate Research and Writing during their first twelve hours in the program.

Students with a GPA of 2.49 and lower will be required to take the course during their first six hours in the program.

### **Core Courses**

Beginning July 1, 2016:

- The Human Relations four core courses (three credit hours each) are required to obtain an MHR (Master of Human Relations).
- There can be no substitutions or transfers from other institutions to fulfill this requirement.
- Core courses may not be completed by Directed Readings or an Independent Study.
- The four core courses are  
HR 5003 Theoretical Foundations in Human Relations  
HR 5013 Current Problems in Human Relations  
HR 5023 Research in Human Relations  
HR 5093 Introduction to Graduate Studies in Human Relations
- You should take these classes as early as possible as they provide foundation information useful in other classes you will take. Waiting until the last semester to take a core risks delaying your graduation if a core is not offered that semester or if the class is full by the time you attempt to enroll.

### **Electives**

Along with the above core courses, you must take HR electives to meet the minimum requirement of 27 Human Relations credit hours.

**The following elective courses have limits on the number of credit hours that can be applied towards the degree. These limits are:**

- **6 hours of HR 5100**
- **6 hours of HR 5110**
- **9 hours of HR 5113**
- **6 hours of HR 5960 and 5970 (or combined)**
- **6 hours of HR 5990**

## Classroom/Online

Human Relations offers online classes to meet the needs of our diverse student population. **At least fifteen credit hours of your coursework, however, must be classroom-based HR courses.** Internship, Independent Study, Directed Readings, online classes, Practicums, and Thesis hours are not classroom-based and therefore do not count as part of these required fifteen hours.

Other courses that do not count towards these fifteen hours are those taken in other OU departments or transferred from other universities. Please, therefore, plan your coursework carefully and contact your advisors if you need assistance. Using the worksheet provided in this Program Planner will help assure that your degree program meets all HR and Graduate College requirements.

## Non-HR Coursework

**A maximum of nine hours coursework can be transferred from other institutions or taken from other OU programs.** Transfer credits must be evaluated by the University. Coursework taken from other institutions and/or from other OU programs must be approved by the HR Graduate Liaison. If you are transferring in and using non-HR OU credits, you may not use more than nine hours combined.

## S/U Graded Coursework

When taking S/U graded courses from OU and approved transfer credits, eighteen hours (or half of the total 36 hour degree requirements) are the maximum amount of hours that may be applied towards the HR degree. This includes the Internship, Directed Reading, Independent Studies, and Transfer Credits.

## Independent Study and Directed Readings Courses

Independent Study (HR 5990) and Directed Reading (HR 5960 and HR 5970) courses allow you to create a personalized plan of study that has been agreed upon in advance by you and your professor. The number of hours of credit that will be earned in an individual course may vary, depending on your agreement with the professor. You can self-enroll in an HR 5970 Directed Reading through AP. The HR 5970 Directed Readings have been designed by faculty and no contracts are needed. You may also take an HR 5960 in the area of your choice.

To do this, you must fill out a Directed Reading Contract, which is an agreement between you and the professor. This contract lists the number of credit hours (from 1-3), describes the number of books and/or articles which you must read, and the length of written assignment and format of the assignment.

**Core courses cannot be completed under this format.**

**Norman and Tulsa Students** may enroll in Directed Reading and Independent Study through the first week of the semester. The due date for the assignments will be set by your professor.

**AP Students** have the option of contracting for Directed Reading credits of the HR 5970 Directed Reading courses.

**Deadlines for Directed Readings and Independent Study proposals are:**

- **November 1 for the Spring semester**
- **March 1 for the Summer semester**
- **July 1 for the Fall semester**

Once your proposal has been approved, AP will enroll you into the appropriate section.

**Due dates for assignments are:**

- **April 1 for the Spring semester**
- **August 1 for the Summer semester**
- **November 20 for the Fall semester**

Independent Study and Directed Reading courses are graded “S” (Satisfactory) or “U” (Unsatisfactory). No credit is awarded when a student earns a grade of “U”.

### **Grades of Incomplete**

If you receive a grade of “I” (incomplete) for a course, you are allowed up to one year to complete the necessary work with the Instructor of Record to earn credit for the course. You should immediately contact the professor to discuss what you need to do to meet your remaining course requirements. It will be your responsibility to take the initiative in resolving the issues that caused you to receive the grade of “I”.

A grade of “I” does not earn any academic credit towards graduation. Once, however, you have completed the coursework and the professor has awarded you a passing grade, the course credit hours will meet graduation requirements.

### **Program of Study**

This form lists your Program of Study for the MHR degree or the graduate certificates. You must complete a Program of Study and submit to your designated Human Relations graduate coordinator by the departmental deadline for the semester in which you choose to graduate.

The form must show all 36 hours required to complete the degree for the MHR, or all 12 hours for a graduate certificate. If you change the classes after you submit the form, you must email the designated Human Relations graduate coordinator of the change. If you are receiving the MHR, you need to indicate on the form the date you wish to receive your comprehensive examination.

You may obtain the Program of Study form from the Graduate College website at:

[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/Masters/program\\_of\\_study/arts\\_and\\_sciences/MHR\\_Standard\\_M515Q325\\_NorTul\\_FA16.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/program_of_study/arts_and_sciences/MHR_Standard_M515Q325_NorTul_FA16.pdf) (MHR Standard)

and

[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/Masters/program\\_of\\_study/arts\\_and\\_sciences/MHR\\_HumanResources\\_M515Q326\\_FA16.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/program_of_study/arts_and_sciences/MHR_HumanResources_M515Q326_FA16.pdf) (MHR Human Resources)

**This form must be filed before you can take the comprehensive examination. Failure to meet these departmental deadlines will delay your graduation.**

For Guidelines for the Program of Study [click here](#).

**Deadlines to submit the Program of Study to the HR Department:**

- **August 15 for Spring comps**

- **January 15 for Summer comps**
- **February 15 for Fall comps**

You may list up to six credit hours of courses in which you received an Incomplete on your Program of Study form. All Incompletes, however, must be completed and graded prior to graduation.

If you are participating in the thesis option instead of taking the comprehensive exam, you will need to submit the Program of Study form along with other thesis forms before you will be authorized to do your thesis defense. The Program of Study is your official program of graduate work and is a part of your permanent student file.

## **Petitions**

The approval process for petitions to the Department of Human Relations is below.

- The petition must be completed by the student and then submitted to the appropriate Human Relations staff member (either the Graduate Coordinator or the Admissions and Enrollment Coordinator). [See Staff Contact List here.](#)
- Any petition granted approval by the Human Relations Graduate Liaison is then forwarded by the department to the Dean of the Graduate College for final approval.

## **Licensed Professional Counselor (LPC)**

If you plan to seek licensure in Oklahoma, you will first need to complete your MHR degree and then move forward to meet all of the special requirements of the Professional Counselor Licensing Division of the Oklahoma Department of Health (or of the appropriate agency in the state where you plan to practice as a licensed counselor). Faculty advisors in Human Relations may offer assistance to students if requested, but the decision on whether courses are accepted rests with the licensing board.

You should meet with the LPC faculty advisor on your campus early in your HR studies. [Click here for the LPC page.](#)

## **Internship**

Six credit hours of internship in Human Relations are required of all students in the non-thesis option of the Masters of Human Relations program. The internship is designed to give you practical experience in the application of HR theories, as well as provide service to your community. The internship may be paid or unpaid. The Internship Packet explains the details of what is required for your internship and also includes the forms you will need to submit before and during your internship. Each credit hour requires 75 clock hours of time, or a total of 450 clock hours of internship work.

You may choose to do your internship at more than one place, but you will need to submit a separate internship packet for each of these internships. You may also choose to do an internship during more than one semester. Many students believe that taking internships over two or more semesters is more practical than attempting to work all their internship hours into a single semester.

Your internship cannot begin until the semester following successful completion of 12 hours of Human Relations coursework, submission all of the necessary forms contained in the internship packet, and approval by a faculty member. As you plan ahead for your internship, please allow time for the necessary preparation of your internship paperwork.

If you are a Norman or Tulsa student, you may choose an HR faculty member on your campus to be your

internship advisor. [Click here for the internship packet for Tulsa and Norman students.](#)

For AP students, please click here for your internship advisor.

[Click here for the internship packet for AP students.](#)

**Norman and Tulsa Students:** Mid-semester reports must be sent to your faculty internship supervisor by March 15 for the Spring semester, June 15 for the Summer semester and October 15 for the Fall semester. Final reports must be submitted to your faculty internship supervisor before the last day of classes in which the internship is being done.

AP Students: Internship packets must be submitted to [mhrinternshipproposal@ou.edu](mailto:mhrinternshipproposal@ou.edu) by:

- **November 1 for internship in the Spring semester**
- **March 1 for internship in the Summer semester**
- **July 1 for internship in the Fall semester**

**It is not necessary for AP students to mail a hard copy of the internship proposal (MOU packet) to the HR department.**

Once your internship packet has been approved, AP will enroll you into the internship hours.

**Deadlines for internship final reports:**

- **April 1 for the Spring semester**
- **August 1 for the Summer semester**
- **November 30 for the Fall semester**

### **Memorandum of Understanding (MOU)**

This is a part of your internship packet, which releases in University from any liability associated with your internship. The MOU must be properly hand signed, witnessed and dated.

### **The Comprehensive Examination (Comps):**

This is the final examination for your MHR degree (unless you have chosen the thesis option, which is available only on Norman and Tulsa campuses).

**There are two forms of the comprehensive examination:**

**Option 1** consists of two questions, with a choice in each of three categories: theory, research, and applications. Essays must be 10-12 pages in APA format. The APA (American Psychological Association) style is the accepted standard for formatting written papers in the Department of Human Relations. All the papers you submit for your classes should follow this format and the comprehensive examination requires APA style. The official guide to the APA style is contained in the Publication Manual of the American Psychological Association and you may wish to buy your own copy to keep as a desk reference. The manual is available in most bookstores and in all OU bookstores.

The OU Writing Center has also prepared a convenient and easy to use summary of APA style and it is available online click here <http://www.ou.edu/writingcenter>.

Students may choose an alternate comps option if the student meets the criteria *until* the instructions for the comps and questions are sent. Once the student has received Option 1 instructions and questions they may not change the option.

**Option 2** is a paper integrating your internship and coursework. The assignment is posted on the HR website. **NOTE:** FEMA certification is not allowed.

Thirty days are allowed to complete the exam and the exam is graded "Pass" or "Fail".

If you do not pass the exam on the first attempt you are allowed a second opportunity in a subsequent semester. You will still be required to enroll in at least two OU graduate credit hours in the semester in which the exam is retaken. **Students have only two attempts for the comps, regardless of the options chosen, and a second failure will result in a permanent enrollment stop.**

**Before you take the comprehensive examination you must complete certain eligibility requirements:**

- **Your Program of Study form must be on file at the Department of Human Relations and the Graduate College by the specified deadline.**
- **Program of Study form must be current.**
- **You must successfully complete 75% of the coursework that counts towards your degree requirements.**
- **All of your core HR courses must be successfully completed.**
- **You must be enrolled in at least two OU graduate credit hours in the semester in which you take the exam.**

**Comprehensive Exam Timetable:**

- **Spring semester: You may receive the exam any weekday between Feb 1 through March 1.**
- **Summer semester: You will receive the exam during the first full week of June.**
- **Fall semester: You may receive the exam any weekday between Sept 15 through Oct 15.**

If you have a preference of the date within these periods when you wish to receive your exam, you may indicate this on your Program of Study form. Make sure to check the calendar, as exams will not be emailed during the weekend or holidays.

**Exam results are valid for two years.** If you do not complete your other degree requirements within that time period, you will be required to retake the exam.

## **Thesis**

Although most students elect to take the comprehensive exam instead of writing a thesis, the HR program offers you the option of writing a traditional Master's thesis. This is a good option for students who enjoy researching and writing, or for whom the thesis option better meets future career objectives. The thesis option does not require an internship or a comprehensive exam. You must, however, complete an additional research course to be selected by your thesis committee. For more information on the thesis option, please visit with your faculty advisor. Your advisor can provide detailed guidance to help you pursue the thesis option.

**The thesis option is not available for students in the AP program.**

For the "thesis checklist" and other helpful thesis information, [click here](#).



For the thesis committee member contract, [click here](#).

For the students on the Norman and Tulsa campuses pursuing the thesis option instead of the comprehensive exam, the final dates for defense of the thesis are May 5 for the Spring semester, July 31 for the Summer semester, and December 8 for the Fall semester.

The thesis must be filed in the OU Library no later than May 12 for the Spring semester, August 7 for the Summer semester and December 15 for the Fall semester.

## Dual Degrees

It is possible to earn the MHR degree and another graduate degree (with certain departments) at the same time provided that a certain number of hours are applicable to both programs. The student is expected to complete the full requirements for both programs, and all entrance, advising, comprehensive examinations and other requirements must be completed with both departments. Students are cautioned that earning two degrees at once is not easy. A dual degree plan must be negotiated and declared within 12 OU credit hours of starting either program. Also, non-thesis students must have the Program of Study (Candidacy Form) for **both degrees** on file before they can take either comp exam.

## Time Limit for Completion of Degree

A masters student must complete all of the above degree requirements within five calendar years of the first enrollment in any graduate level OU course to be applied to the masters degree.

## Letter of Completion

A student may occasionally require proof of completion of the degree prior to the degree being posted to the transcripts. An official document or letter may be requested in these cases. The Request for Letter of Completion form can be found on the Graduate College website at:  
[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/LetterOfCompletion.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/LetterOfCompletion.pdf).

**The Request for Letter of Completion should be sent to the Graduate College:**

**Graduate College  
University of Oklahoma  
731 Elm Ave, Rm 213  
Norman, OK 73019  
Fax: (405) 325-5346**

## Graduate College Bulletin

Online information which includes all rules and guidelines for graduate students is available at:  
<http://gradweb.ou.edu>.

## Graduate Application

An Application for Graduation must be completed and on file with OU Academic Records Office in order to be cleared for graduation and receive your diploma.

**Students will need to submit a graduation application online through ONE. The deadlines to apply for graduation are:**

- **Spring**                      **February 15**
- **Summer**                      **June 1**
- **Fall**                              **September 15**

This form is good for three consecutive semesters. If you do not graduate within that timeframe, you will have to submit a new graduation application.

## **Graduate Certificates**

The Department of Human Relations offers two graduate certificates: Helping Skills in Human Relations and Human Resource Diversity and Development. These certificates can be taken by individuals with a bachelor's degree, or by those who have or are pursuing graduate degrees at the University of Oklahoma. All coursework taken for the certificates will apply to the Masters of Human Relations (MHR). However, the certificate can be taken separately from the MHR.

**The Graduate Certificate in Helping Skills in Human Relations** provides professionals in a wide variety of helping professions with the knowledge and skills to improve relationships and to be effective and ethical helpers. Individuals who work or desire to work in helping agencies, non-profit and business organizations, government institutions, the military, schools and university, religious organizations, athletics, advising, personnel services, hospitals, or any other setting in which helping skills are a necessity will benefit from this program.

**This certificate requires 12 hours of coursework:**

- **HR 5003 Theoretical Foundations in Human Relations.**
- **HR 5463 Counseling Skills in Human Relations (not available as an online course).**
- **HR 5453 Ethical Issues in Human Relations Counseling.**
- **One approved three-credit hour counseling elective.**

Elective options include but are not limited to Career Counseling, Group Counseling, Women and Mental Health, Social Justice Counseling, Violence Against Women, Counseling Approaches, Multicultural Counseling, Counseling with Diverse Populations, Psychosocial Development, Chemical Dependency, Diagnosis in HR Counseling, Crisis Intervention, Post-traumatic Stress, Family Assessment and Intervention, and Recovery from Addiction. Theoretical Foundations of Human Relations and Ethical Issues in HR Counseling are available as online classes, and some of the elective options are available online or as directed readings. Contact the HR Department for a list of additional electives.

**The Graduate Certificate in Human Resource Diversity and Development** will help students develop the skills and knowledge needed to be successful in the contemporary workplace. Students will learn how to develop such skills as leadership and team building and address social justice and diversity issues in such settings as private or public businesses and corporations, schools and universities, hospitals and healthcare agencies, and non-profit and government agencies.

**This certificate requires 12 hours of graduate coursework:**

- **HR 5143 Human Resources for the Human Relations Professional.**
- **HR 5323 Organizational Behavior.**
- **HR 5053 Diversity and Justice in Organizations (previously Racial Diversity in Organizations).**
- **One approved three-credit hour organizational elective**

Elective options include but are not limited to Seminar in Leadership in Organizations, Interpersonal Skills in the Workplace, Work and Life Integration, Special Topics in Management, Women and Leadership, Work/Life Balance, Organizational Change and Development, Creative Problem Solving, Non-Profit Organizations,

Women, Work, and the Family, Employment Mediation, Team Building, and Supervision in the Workplace. All of the required courses for this certificate and some of the elective options are available as online classes and some of the elective options are available online or as directed readings.

Therefore, requirements for this certificate can be completed online. Contact the HR Department for a list of additional electives.

To receive these certificates, you must be admitted to the MHR program, and/or HR certificate program, or any other graduate program at OU. You must complete the Graduate Certificate Program Report (GCPR) from the Graduate College website.

The completed Graduate Certificate Program Report (GCPR) for the graduate certificate should be submitted to your designated Human Relations staff member ([click here](#)) by the semester in which you plan to graduate.

For the **Helping Skills Graduate Certificate**:

[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/GradCertificates/GCPR\\_HelpingSkillsHR\\_G047.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/GradCertificates/GCPR_HelpingSkillsHR_G047.pdf)

For the **Human Resource Diversity and Development Graduate Certificate**:

[http://www.ou.edu/content/dam/gradweb/documents/Forms\\_and\\_packets/GradCertificates/GCPR\\_HRDiversityDev\\_G062%26G063.pdf](http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/GradCertificates/GCPR_HRDiversityDev_G062%26G063.pdf)

#### **Important Notes:**

- You can double count courses towards a graduate degree and a graduate certificate. However, you cannot double count classes towards more than one graduate certificate.
- A masters student must complete all of the graduate certificate requirements within five calendar years of the enrollment in Human Relations approved graduate level courses to be applied to the graduate certificate.

#### **Finding Resources and Getting Help**

The Human Relations faculty and staff are happy to help you solve any problems you may have while pursuing your MHR. Check our website at [humanrelations.ou.edu](http://humanrelations.ou.edu) to find the right person to assist you. If you are still in doubt about whom to contact for assistance, please call our main office at 405-325-1756. Our office hours are 8-5 Monday through Friday, CST.

We are here to help!

## Student Course Planner

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

Core Courses	Credit Hours	On-line Class	Planned Enrollment	Grade	Semester Completed
HR 5093 Intro to Graduate Studies					
HR 5003 Theoretical Foundations					
HR 5013 Current Problems in HR					
HR 5023 Research					
HR 5200 Internship (6 hours)					
<b>HR Elective Courses</b>					
HR 5100 (Max. allowed 6hrs)					
HR 5110 (Max. allowed 6 hrs)					
HR 5113 (Max. allowed 9 hrs)					
Transfer graduate credit/Other OU transfer graduate credit (Max. 9hrs)					

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**NOTE:** When taking S/U graded courses from OU and approved transfer credit, the maximum hours that may be applied towards the HR degree are 18 (or ½ of the total 36 hour degree requirements). This includes the Internship, Directed Reading, and Independent Studies. In addition, students must take a minimum of 15 HR credit hours in the classroom.