

<b>Course</b>	HRDV 5500: Humor in the Workplace Professional Seminar
<b>Term</b>	Fall 2, 2009, Saturdays Nov. 14 & 21 <sup>st</sup> .
<b>Instructor</b>	Fred Mayfield, Ph.D. Phone 913-491-4788, fredmayfield@comcast.net
<b>Catalog Description</b>	Current research data on the physical and psychological effects of humor regarding productivity, morale, and political correctness. Students will have the opportunity to build a humor policy and program for their prospective work environments.
<b>Prerequisites</b>	None
<b>Course Level Learning Outcomes</b>	Students will learn benefits of humor for both employers and employees. Students will leave with a humor strategy for their personal and professional lives. Students will learn current research data on the benefits of humor. Students will be able to differentiate different forms of humor. Students will be able to distinguish healthy from inappropriate humor.
<b>Materials</b>	Text: Blumfield, E. & Alpern, L. Humor at Work-the guaranteed bottom line, Low cost, high efficiency guide to success through humor. Atlanta Peachtree Publishers, Ltd. (ISBN 1-56145-085-5).
<b>Grading</b>	<p>Read the following chapters prior to class: 1<sup>st</sup> Sat. Chapters 1 through 9. 2<sup>nd</sup> Sat. Chapters 10 through 14.</p> <p>Project 50% Humor program/policy for org. or workplace. Due Dec. 8<sup>th</sup>. Exam 50%</p> <p>The following guidelines will apply:</p> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>

<p><b>Weekly Schedule</b></p>	<p>1<sup>st</sup> Sat. agenda:          Fun Introductions.          Serious definitions of humor with fun examples.          Examples of applied humor in leadership and corporate contexts.          Working lunch          The physiology of humor.          The psychology of humor.          The mind/body humor connection.          2<sup>nd</sup> Sat. agenda:          Humor impact on creativity and productivity.          Cultural diverse humor.          Humor etiquette.          Working Lunch.          Developing a corporate humor policy/program.          Developing personal humor goals.          Exam.</p>
<p><b>Policy Statements: University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><i>Academic Honesty</i></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><i>Drops and Withdrawals</i></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><i>Special Services</i></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><i>Disturbances</i></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are</p>

	<p>expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b><i>Student Assignments Retained</i></b></p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p><b><i>Contact Hours for this Course</i></b></p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p><b>Additional Course information</b></p>	<p>This course is intended for students who have minimal or no experience in working with individuals or families involved in substance abuse.</p> <p>The emphasis of this course is to introduce students to counseling techniques for substance and addiction. They will also learn the impact of addiction on the brain and how this affects the recovery process. Addiction and how it impacts the family are also addressed. Community resources for treatment and ethical/legal considerations are presented.</p>
<p><b>Additional Course Policies</b></p>	<p>Class attendance is a requirement. Please notify the instructor if you are going to miss a class. If one class is missed, the student is responsible to obtain the information presented in the missed class. If two classes are missed, the student advisor will be notified and the student may be withdrawn from the class.</p> <p>Only one quiz can be made up due to an absence. Points earned for practicing counseling skills cannot be made up.</p> <p>Policy on late assignments: Twenty percent of your assignment grade will be automatically deducted from any late assignments.</p>