

## THE PROGRAM IN PERSONNEL WORK AT THE UNIVERSITY OF OKLAHOMA

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### THE GENERAL OBJECTIVES OF THE PROGRAM

The general objectives of the program are:

- (1) To train students who are working for degrees in personnel work in the technical procedures, skills, knowledges, and arts of personnel work;
- (2) To develop a program in personnel work at the University of Oklahoma which will be acknowledged locally and nationally as the standard for professional training in the field of personnel work;
- (3) To organize and coordinate those facilities and resources of the University and the State which are pertinent to, and essential for, the development of professional training in personnel work;
- (4) To foster research which will contribute to the body of scientific and professional knowledge in the field of personnel work.

### THE EXISTING NEED FOR THE PROGRAM

The program is designed to equip individuals to meet the requirements in three areas of personnel work. They are industrial personnel work, educational personnel work, and public personnel work. The requirements for the degrees were drawn up after a careful consideration of information obtained from the following five sources:

- (1) The pertinent literature in the field;
- (2) A description of the types of training programs in personnel work offered by various educational institutions throughout the United States;
- (3) The educational requirements for various positions in the personnel field as observed and set forth in various publications;
- (4) The opinions expressed by individuals actively engaged in responsible personnel positions;
- (5) Statements of the demand from the labor market.

### CURRICULA FOR UNDERGRADUATES IN PERSONNEL WORK

Courses required of all students:

Course	SEMESTER Hours	Course	SEMESTER Hours
Elements of Psychology	3	Personnel Management	3
Psychology of Personality	3	Industrial Management	3
Psychological Tests and Measurements	3	Principles and Methods of Political Science	3
Psychological Foundations of Personnel Work	3	Principles of Public Administration	3
Elements of Statistics	3	Principles and Practices in Guidance	3
Business Organization and Management	3		

Ten hours selected from one of the following areas:

#### Educational Personnel Work:

Course	SEMESTER Hours	Course	SEMESTER Hours
Individual Differences	3	Clinical Practices in Reading	3
Motivation	3	Man in Society	3
Curriculum Making in the Elementary School	3	The Child and Society	3
Educational Psychology	3	Racial and Social Conflicts	3
Educational Sociology	3	The Field of Social Work	3
		Social Aspects of Personnel	2

**Business and Industrial Personnel Work:**

Course	SEMESTER Hours	Course	SEMESTER Hours
Psychology of Individual Differences	3	Man in Society	3
Motivation	3	Customs of Mankind	3
Social Aspects of Personnel	2	Industrial Supervision	3
Social Aspects of Industry	2	Motion and Time Study	3
Current Social Problems	3	Industrial Relations	3
Population Problems	3	Governmental Relations to Business	3

**Public Personnel Work:**

Course	SEMESTER Hours	Course	SEMESTER Hours
Current Social Problems	3	Criminology	3
Population Problems	3	Public Assistance	3
Racial and Social Conflicts	3	National Politics	3
Man in Society	3	Comparative Government	3
Customs of Mankind	3	Development of Political Thought	3
Individual Differences	3	Government and Labor	3
Motivation	3	Constitutional Law	3
Fields of Social Work	3	Governmental Relations to Business	3
Social Aspects of Personnel	2		
Social Control	3		

**COURRICULA FOR GRADUATES IN PERSONNEL WORK**

Courses required of all students:

Course	SEMESTER Hours	Course	SEMESTER Hours
Psychological Tests and Measurements	3	Research Practices in Personnel Work	2
Psychology of Learning	3	Research for Thesis	4
Psychological Foundations of Personnel Work	3	Field Work	2
		Advanced Educational Statistics	3

Six semester hours to be chosen from the following courses:

General Applied Psychology	3	Motivation	3
Psychology of Personality	3	Child Psychology (Educ.)	3
Child Psychology	3	Psychology of Exceptional Children	2
Abnormal Psychology	3		

**MAJOR IN INDUSTRIAL PERSONNEL WORK**

A minimum of nine semester hours from among the following courses:

Course	SEMESTER Hours	Course	SEMESTER Hours
Motion and Time Study	3	Social Group Work	2
Motion and Time Study Applications	3	Government and Labor	3
Job Evaluation and Compensation Methods	3	National Government and Business	3
Social Aspects of Industry	2	Individual Psychological Testing	3
Social Case Work	3		

Six semester hours to be chosen from the following courses:

Management of Business	3	Problems in Management	3
Industrial Supervision	3	Labor Economics	3
Personnel Management	3	Industrial Combinations	3
Industrial Management	3	Organization and Management	2
Industrial Relations	3		

**MAJOR IN EDUCATIONAL PERSONNEL WORK**

Nine semester hours to be chosen from the following courses:

<b>COURSE</b>	<b>SEMESTER HOURS</b>	<b>COURSE</b>	<b>SEMESTER HOURS</b>
Occupational and Educational Guidance	2	Administration of Public Welfare	3
Methods and Techniques of Counseling	2	Speech Pathology	3
Curriculum Laboratory in the Secondary School	4	Speech Clinic	3
Child Welfare		Recreation Leadership	2
Social Case Work		Child Guidance	3
		Individual Psychological Testing	3

Six semester hours to be chosen from the following courses:

Elementary School Administration	3	Principles of Public Administration	3
Administration and Supervision of Public Schools	3	Administration of Public Welfare	3
Administration of Higher Education	3	Community Organization	3
Philosophy of Education	3	Organization, Administration and Evaluation of Guidance	2

**MAJOR IN PUBLIC PERSONNEL WORK**

A minimum of nine semester hours from among the following courses:

<b>COURSE</b>	<b>SEMESTER HOURS</b>	<b>COURSE</b>	<b>SEMESTER HOURS</b>
Child Welfare	3	Theory and Practice of Legislation	3
Public Assistance	3	National Government and Business	3
Social Case Work	3	Methods of Formation and Control of Public Opinion	3
Foster Care of Children	3		
Social Planning	2		
Employment Psychology	3		
Government and Labor	3		

Six semester hours to be chosen from the following courses:

State Government	3	Problems in Public Administration	2
Principles and Methods of Political Science	3	Administration of Employment Service	2
Principles of the Constitution	3	Administration of Public Welfare	3
Principles of Public Administration	3	Administration of Social Agencies	2
State Administration	2		
Municipal Administration	2		

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