

**West College of Education**  
**COUN 4333X40/DX1**  
**Employee Assistance Issues**  
**Summer II: July 8-Aug 10, 2024**  
**Course Syllabus**

Dr. Delores Jackson

Office hours: (940)642-1970 (personal cell) after 12pm

[delores.jackson@msutexas.edu](mailto:delores.jackson@msutexas.edu) and D2L course email are the primary and preferred method of contact for tracking and responding to course related questions and concerns. Please email me 24/7. I check emails daily and regularly. Email me to schedule a zoom appointment, if needed.

**Course/Catalog Description:** An introduction to employee assistance programs found in the workplace. EAP's promote wellness and ameliorate employee problems such as emotional disorders, alcoholism and substance abuse, marriage and family problems, consumer, legal and financial problems, employee suggestions systems; child and elder care; and counseling/referral services. Laws affecting the civil rights of workers, including the American with Disabilities Act, the Rehabilitation Act, and Equal Employment Opportunity are covered.

**Course Objectives:**

- To understand the components of an employee assistance program
- To become familiar with the spectrum of work/life balance programs
- To understand current practice and legal guidelines for workplace wellness programs
- To understand laws and regulations which impact provision of employee assistance programs
- To understand how strategic service integration can increase employee recruitment, retention and engagement

**Required Course Materials**

- **APA Manual:** You are required to have access to, and fully utilize, the 7<sup>th</sup> edition APA Manual: Publication Manual of the American Psychological Association, 7th ed. Washington, DC: APA, 2019. You can also access the APA Manual online or through OWL (Online Writing Lab). Please use it!
- **Required readings:** Mandatory class readings consisting of published articles and research will be provided by the instructor. These readings

are pertinent to addressing the course objectives, class threaded discussions, dropbox assignments, and the final exam.

- **Employee Assistance Program (EAP):** You will need to locate an Employee Assistance Program to use as a “proxy” and practical application for the class. The EAP can be your current or previous employment, from the city or county you reside in, a “pseudo” program from online, mock program, etc. I have also provided links below to several EAP programs that you may use if you cannot access from your employment or elsewhere. I have also placed these EAP programs and articles in the “Articles for Class Reading” module of our class. You will need to have an EAP by the first day of class. Let me know immediately if you do not have an EAP to work with!

<https://hr.harvard.edu/employee-assistance-program>

Harvard University EAP

<https://www.opm.gov/policy-data-oversight/worklife/employee-assistance-programs/>

U.S. Office of Personnel Management

<https://ors.od.nih.gov/sr/dohs/Documents/employee-assistance-program-brochure.pdf>

National Institute of Health EAP Brochure

<https://dcpartners.iel.org/wp-content/uploads/2021/09/Employee-Assistance-Programs-for-a-New-Generation-of-Employees-by-ODEP.pdf>

Office of Disability Services Employment EAP Brochure

<https://amadorcoe.org/wp-content/uploads/Employee-Assistance-Program-Pamphlet.pdf>

Amador School District EAP Brochure

<https://www.hhs.gov/about/agencies/asa/foh/bhs/employee-assistant-program/index.html>

US Department of Health and Human Services

**Table 1: Course Assignments (Full instructions in D2L)**

Assignments	Due Date	Points
Introductory Post	7/14/, 11:59pm	0
Objective #1 – Threaded Class Discussion	7/14, 11:59pm	5
Objective #2 – Threaded Class Discussion	7/14, 11:59pm	5
Objective #3 – Threaded Class Discussion	7/21, 11:59pm	5
Objective #4 – Threaded Class Discussion	7/28, 11:59pm	5
Dropbox Submission – EAP Assessment	7/28, 11:59pm	25
Objective #5 – Threaded Class Discussion	8/4, 11:59pm	5
Dropbox Submission – Research Paper	8/4, 11:59pm	25
Final Exam	8/8, 11:59pm	25
<b>Total Points</b>		<b>100</b>

**Table 2: Distribution of Points**

Assignments	Weight (Undergrads)
Discussion Threads	25%
EAP Assessment	25%
Research Paper	25%
Final Exam	25%
<b>Total</b>	<b>100%</b>

**Class Discussions:** I have a list of required readings based on the course objectives. These are peer-reviewed articles that allow us to delve further into topics related to employee assistance programs. The class discussion thread will address information presented in these articles, in addition to other outside readings assigned by the instructor. Please completely review D2L instructions for participating in the class discussion thread.

**EAP Assessment:** Utilizing the class articles, you will complete a partial assessment of an existing (or mock) employee assistance program. Please follow the assignment instructions in D2L!

**Research Paper:**

- Choose a topic related to one of the course objectives and research the topic in greater depth.
- Provide a cover page, introduction, review of literature, and bibliography.
- Deliverables:
  - Written paper using 3-5 articles, 5 pages in length, minimum. (The cover page and bibliography are not part of the page count).

- The paper will be in APA format, double spaced, paragraphs indented, 1 in margins, and all of the mechanics of mature, college-level writing.
- **The paper should be edited by someone prior to you turning it in to the professor.**

Complete, current, and detailed instructions for all the assignments are in D2L. Closely review the instructions before beginning your assignments.

**Final Exam:** The final exam will be taken from course readings, deliverables from the class discussions, and notes from the instructor. I will let you know more about the exam the second week of class. No fretting! Keep up with your readings and the class. You will be fine!

**The final exam will be on August 8<sup>th</sup>.**

**Table 3: Grading Procedures**

Points (Percentages) Earned for Course	Letter Grade
90-100 (90% - 100%)	A
80-89 (80% - 89%)	B
70-79 (70% - 79%)	C
60-69 (60% - 69%)	D
59 and below (59% and below)	F

**Please note:** By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property.

**Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the instructor. In those classes where attendance is considered as part of the grade, the instructor should inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records daily. The instructor must give the student a verbal or written warning prior

to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

### **Desire-to-Learn (D2L)**

Each student is expected to be familiar with [D2L](#) as it provides a primary source of communication regarding assignments, examination materials, instructor/student contact, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact the D2L technicians on the course homepage.

### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course. There is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations, however they are able to help you get connected to our online services. For help, log into D2L.

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. Two formulas

(federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request to the Business Office/Registrar/Financial Aid).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodation should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies ([Student Handbook 2022-2023](#))**

- **Campus Carry Rules/Policies**

Refer to: Student Handbook

- **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU-Texas. Adult students may smoke only in the outside designated-smoking areas at each location. Refer to Student Handbook)

- **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State University are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on university property or at University-sponsored activities.

## **Grade Appeal Process**

Students who wish to appeal a grade should consult the [Midwestern State University school catalog](#).

**Notice**

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

7/8/2024 Classes begin

7/25/2024 Last Day for "W", 4 p.m.

8/8/2024 Final examination

Due THURSDAY Aug 8, 11:59pm:

- Threaded discussion for objective #4
- EAP assessment – Dropbox Assignment -