

West College of Education
COUN 4333X40/DX1
Employee Assistance Issues
Summer II: July 7-Aug 7, 2025
Course Syllabus

Instructor: Dr. Lei Xie, SHRM-SCP

Office: N/A

Office hours: Zoom by appointment

Office phone: N/A

E-mail: lei.xie@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 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 7th 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

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading

Table 1: Course Assignments (Full instructions in D2L)

Assignments	Due Date	Points
Introductory Post	7/13/, 11:59pm	0
Objective #1 – Threaded Class Discussion	7/13, 11:59pm	5
Objective #2 – Threaded Class Discussion	7/13, 11:59pm	5
Objective #3 – Threaded Class Discussion	7/20, 11:59pm	5
Objective #4 – Threaded Class Discussion	7/27, 11:59pm	5
Dropbox Submission – EAP Assessment	7/27, 11:59pm	25
Objective #5 – Threaded Class Discussion	8/3, 11:59pm	5
Dropbox Submission – Research Paper	8/3, 11:59pm	25
Final Exam	8/7, 11:59pm	25
Total Points		100

Table 2: Total points for final grade

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

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 7th.

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

Late Work

I do not accept late work.

Important Dates

Last day for term schedule changes: Check date on [Academic Calendar](#).

Deadline to file for graduation: Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

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

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.

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

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

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.

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 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.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations

made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

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

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