



West College of Education

Syllabus: COUN 4943X10/DX1

Seminar: Human Resource Development
Fall Semester 2023: August 28 – December 8, 2023

Instructor: Dr. Delores Jackson

Office hours: After 12pm by telephone or Zoom scheduled appointment.

E-mail: delores.jackson@msutexas.edu is the primary and preferred mode of contact for course related questions and concerns. Please email me 24/7. My normal response is within 24-48 hours of receipt, often much sooner. Email me to schedule zoom appointment.

Cell phone: (940)642-1970 (Text/call if there is an emergency. If I do not recognize the number I may not answer. Include name and course information.)

Course Description

The study of personnel and industrial relations related to major problems and current issues in human resource development.

Textbook & Instructional Materials

- Swanson, R. A., (2022). Foundations of Human Resource Development (3rd ed.) San Francisco, CA: Berrett-Koehler Publishers, Inc.
- Publication manual of the American Psychological Association: The official guide to APA style (7th ed.)
- Additional readings, instructional materials, and postings assigned by the instructor.

Monthly Zoom meetings *may* be held to further engage discussion and build a sense of online community. Zoom time is optional and encouraged, though not required since this is an online course. There will be no loss of points or exam information if unable to attend. If there are questions or concerns regarding the assignments, this is an opportunity to seek additional clarification "face-to-face". However, you are always encouraged to email, call, or connect through D2L with any questions you might have. Zoom is available in D2L under the Communication Menu at the top of our course. Contact the D2L technician if you need assistance.

Objectives

Each of you brings to this class a wealth of experience and knowledge that will be utilized to enhance our learning environment. Preparation and participation

will aid in facilitating an optimum learning experience. Through online discussion and engagement, readings, assignments, Internet exploration, guest lectures, videos, and other modes you will explore trends and issues related to training and human resource development within organizations. After successful completion of the course students will be able to:

1. Demonstrate a basic knowledge of the human resource function and strategic planning process.
2. Demonstrate a basic knowledge of equal employment legislation, discriminatory employment practices and how to avoid them, affirmative action programs, Supreme Court decisions affecting employment law, and workplace diversity.
3. Demonstrate a basic knowledge of the recruitment and job placement process from job analysis through interviewing and selecting employees.
4. Demonstrate a basic knowledge of the training and development process.
5. Demonstrate a working knowledge of labor relations to include the collaborative bargaining process.
6. Develop an employee safety program and/or wellness program.

Course Assignments

Table 1: Course Assignments, Due Dates, and Points

Course Assignments	Due Dates	Points
Labor Day Holiday (Sep 4) Classes not in session		
Introductory Post	Sun, 9/10, 11:59 pm	5
Module 1 - Threaded Discussion - Introduction to Human Resource Development: Chapters 1-3	Sun, 9/17, 11:59 pm	10
Module 2 - Theory and Philosophy in Human Resource Development: Chapters 4-6	Sun, 9/24, 11:59 pm	10
<i>Dropbox Submission #1: Interview with HRD Professional Regarding HRD/Business Strategy</i>	<i>Sun, 10/1, 11:59 pm</i>	<i>20</i>
NO ASSIGNMENT DUE 10/8/2023 (Continue reading for Module 3)		
Module 3 - Perspectives of Human Resource Development: Chapters 7-10	Sun, 10/15, 11:59 pm	10
Module 4 - Developing Expertise through Training and Development: Chapters 11-13	Sun, 10/22, 11:59 pm	10
<i>Dropbox Submission #2: Article Review and Recommendation</i>	<i>Sun, 10/29, 11:59 pm</i>	<i>20</i>
Module 5 - Unleashing Expertise through Organization Development: Chapters 14-16	Sun, 11/5, 11:59 pm	10
Module 6 - Employment Laws and Labor Relations - Outside Readings	Sun. 11/12, 11:59 pm	10
Module 7 - Employee Safety and Wellness Programs: Outside Readings	Sun, 11/19, 11:59 pm	10
Thanksgiving Holiday (Nov 21-27) Classes not in session		
<i>Dropbox Submission#3: Trends/Issues/Practices Paper</i>	<i>Sun, 12/3, 11:59 pm</i>	<i>20</i>
Final Exam	Sat-Sun , Dec 9-10	25
Total Points for Course Assignments		160

Class Discussion Posts – 37% of course grade
 Dropbox Submissions – 48% of course grade
 Exam - 15% of course grade

Below is an overview of general information regarding assignments for the semester. Always complete your assignments as instructed in D2L. Review D2L for current and complete instructions for the assignments.

Threaded Class Chapter Discussion Posts

The purpose of our class discussions is to establish a sense of community, view diverse perspectives relevant to the discussion topic, and remain organized and focused with the weekly course material. Although discussion topics will be

available for viewing throughout the semester you are **only** able to post during the open discussion week (usually Sunday – Sunday). You must complete your chapter readings! Please post to the discussion board at least 24 hours before the Sunday deadline. This facilitates quality interaction on the discussion board; allows time for us to read, review, and respond to posts; and deters students from holding the class discussion “hostage” when main posts are made an hour or so before the posting deadline and students don’t have ample time to respond. *After the deadline the discussion topic will be locked and you will not be able to post!*

The *minimum* requirement for discussion posting is a 300-word main post and two 150-word response posts each, to two of your classmates’ posts. Postings are made on two separate days, *twenty-four hours before the Sunday deadline*. Read your classmates’ posts and respond to at least two of your classmates. Students meeting minimum posting requirements will not receive the same grade as students exceeding minimum requirements of discussion posting. The main post is 50% of the points for that discussion, and the two response posts are 25%. The remaining 25% will be based on: (1) posting at least 24 hours before the deadline, (2) the quality, quantity, content of your posts, (3) any additional response posts (beyond the required two posts) and/or supporting documentation or attachments. Based on the above you earn 100% of the points (minus grading points deducted) for your discussion posts. Discussions are graded using the Discussion Grading Matrix/Rubric posted in the Resource Module of this course and in the discussion assignment.

Read the chapters assigned! Posts should be of meaningful substance which reflects contemplation of the material in a mature, collegiate, and insightful manner expected of a college student. You should reference our readings in your comments. If there is supportive information to your post you may provide an attachment for review, but do not post your original post or response as an attachment.

Dropbox Submission Assignments

Dropbox Submission #1: Interview with HRD Professional Regarding HRD/Business Strategy

This assignment requires you to view your current work situation (or past), if possible. It may require you to visit the HRM/HRD office to conduct an interview with the professional. Or, you may locate an external organization with an HRD office or personnel operating in that capacity. You may also conduct this assignment via telephone or zoom. The office can be of any size, business, government, or corporation. If you need to use a “mock” source, let me know.

You will provide a 2–3-page paper, properly formatted and well-organized, proofed, and clearly outlined. APA-style formatting (citations, references) is required. If outside sources are used cite them accordingly. Please use information in the text and additional outside sources, as needed.

- Part I: Provide background on the organization of choice. You may also use another familiar or external organization or visit personnel who are operating in the capacity of HRD.
- Part II: SWOT (strength, weakness, opportunities, threats) analysis of the organization
- Part III: Explain and briefly assess the Business Strategy of the organization.
- Part IV: Assess the HR strategy and its alignment with the business strategy.

Dropbox Submission #2: Article Review and Recommendation

The purpose of this assignment is to give you practice in environmental scanning to identify, analyze and communicate trends or future issues relevant to the field and communicate their application to an organization. You will find two articles on the same subject, of interest to you, using the journals associated with the field of HRD (one from practitioner periodicals and one from the scholarly/research/academic journals). The articles need to be related, and recent.

Read and analyze the content, then provide me a PowerPoint 4-5 slide presentation/briefing/memorandum that addresses the following:

- Identify the key issue or trend or controversy addressed from your readings
- Briefly summarize and synthesis the key information presented in each article
- Explain why you believe this issue or trend is significant to the practice of HRD and describe what impact you think it will have on the practice of HRD in organizations
- Make two recommendations for action you believe an HR manager or HRD manager should follow to deal with the issue or trend. Explain and support your recommendations. Cite your sources.

Dropbox Submission #3: Trends/Issues/Practices Paper

Select one of the HRD topics discussed or listed in the text, and research one narrow aspect in relation to that dimension. This could include a practice, a trend as cited in the text, or a current dilemma that interests you.

Standards for the paper are:

- 3-5 pages (doubled-spaced), exclusive of cover sheet and reference page
- Minimum of 3 sources; websites can be used, but the 3-source min. is exclusive of websites
- Cover sheet required (no abstract)
- Site recent literature, clearly focused on the issues relative to the major dimension
- Use APA 6th edition for style guide. Include in-text citations and separate Reference page. Adhere to all of the mechanics of writing!

Table 2: Grades, Points, and Percentage for Discussion Posts -10 points total

Grade	Points	Percentage
A	9-10	90-100%
B	8-8.9	80-89%
C	7-7.9	70-79%
D	6-6.9	60-69%
F	5.9 and below	59% and below

Table 3: Grades, Points, and Percentage for Dropbox Submissions-20 points total

Grade	Points	Percentage
A	18-20	90-100%
B	16-17	80-89%
C	14-15	70-79%
D	12-13	60-69%
F	11 and below	59% and below

Table 4: Grades, Points, and Percentage for Exam- 25 points total

Grade	Points	Percentage
A	22-25	90-100%
B	20-21	80-89%
C	17-19	70-79%
D	15-16	60-69%
F	14 and below	59% and below

Table 5: Grades, Points, and Percentage for Course – 160 points total

Grade	Points	Percentage
A	144-160	90-100%
B	128-143	80-89%
C	112-127	70-79%
D	96-111	60-69%
F	95 or below	59% and below

All written assignments will be graded for quantity, quality, and content. Errors with grammar, spelling, and typos will judge the quality.

Late Work

Discussions cannot be posted to the discussion board after the Sunday, 11:59 pm deadline. The discussion board will be locked. Keep in mind that late postings and late submission of assignments inconveniences yourself and others. I understand emergencies arise. Communicating with me is the key!

Dropbox Submission for Assignments

Ensure your name is on all assignments submitted to your dropbox. Assignments are due to the dropbox by the indicated deadline. Assignments are time-clocked through D2L. Although I do not encourage late submissions the dropbox will remain open three weeks after the due date, with point deductions for late submission:

10% deduction- Up to one week late.

20% deduction - Two weeks after the due date of the assignment.

30% deduction – Three weeks after the due date for the assignment.

Assignments over three weeks late will not be accepted into the Dropbox.

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 to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Graduate Catalog](#)

Refer to: [Drops, Withdrawals, and Voids](#)

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. Unless indicated, all coursework will be submitted through D2L. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact me.

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 accommodations 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 in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State [University Graduate Catalog](#)

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 4 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 Payment 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. Review the [Refund and Payment Policy](#).

Syllabus Disclaimer

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor, with prior notice to students. Please follow the instructions for your assignment, as outlined in D2L.

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.](#)"

Important Dates

[Academic Calendar.](#)

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

Aug 28 -	Classes begin
Sep 4 -	Labor Day-No classes
Sep 25 -	Last day to file for Dec graduates to file
Oct 16-20	Mid-semester
Oct 30, 4pm -	Last day to drop for "W" grade
Nov 21 -	Thanksgiving holiday begins
Nov 27 -	Classes resume
Dec 8 -	Last day of Classes
Dec 9-15 -	Final Exams
Dec 16 -	Commencement