



Course Syllabus: Professional Orientation
West College of Education
COUN 5413 | 22521 Section X20
Part of Term A
Spring 26' January 20th – May 10th

Contact Information

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Instructor Response Policy

In this course, I'm here to support you and make sure you feel heard and guided every step of the way. I do my best to respond to messages within 24-48 hours during the week. If you reach out over the weekend or on a holiday, I may need a little extra time, but I'll get back to you by the next business day or 48 hours after at the latest. When it comes to assignments, I aim to return feedback within seven business days. In this course, all meetings with the instructor must be scheduled during designated mentoring hours, which are posted in the syllabus. These hours are set aside specifically to support students through one-on-one guidance, assignment feedback, and academic mentoring. To ensure availability and maintain a structured learning environment, students are expected to book appointments in advance by contacting me directly via email. Meetings requested outside of mentoring hours may not be accommodated, except in cases of emergency or with prior approval. This policy helps maintain consistency and ensures that every student has fair access to personalized support. I'm happy to help with anything related to course content or expectations. If you're having technical issues, though, the support team is your best bet for a speedy fix. And if you're dealing with something personal or need accommodations, please don't hesitate to contact me privately. For anything urgent, just mark it clearly in the subject line so I can prioritize it

Course Description

The course will provide students with an overview and understanding of the Human Resource Development and training and development workplace.

Course Objectives/Learning Outcomes/Course Competencies

By the end of this course, students will be able to:

1. Develop a deeper understanding of a specialized area within the field of human resources.
2. Analyze the legislative and regulatory frameworks that shape employment practices and organizational compliance.

3. Evaluate how HR policies and practices within a chosen concentration influence overall business strategy and performance.
4. Bridge academic theory with real-world application by examining how HR knowledge translates into effective business practice.
5. Assess the impact of HR initiatives on employee morale, engagement, and organizational dynamics.

Course Purpose and Strategic Focus

This course is designed to equip students with the knowledge and analytical tools necessary to align human resource practices with broader organizational goals. Emphasis will be placed on understanding how HR strategies can drive profitability, enhance operational efficiency, and support sustainable competitive advantage.

Throughout the course, students will be encouraged to critically explore the following key questions:

- What is the organization's business strategy?
- In what ways does this strategy influence the selection of HR alternatives?
- How do HR programs and processes contribute to achieving the organization's strategic objectives?
- What external and internal factors affect the selection and implementation of HR practices?
- How do organizational dynamics influence business outcomes, and how do HR strategies shape these dynamics?

Study Hours and Tutoring Assistance

The TASP offers a schedule of selected subjects tutoring assistance. Please contact the TASP, (940)397-4684, or visit the ASC homepage for more information. [Tutoring & Academic Support Programs](#)

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](#)

AI Usage

The use of artificial intelligence (AI) tools (including but not limited to generative text platforms, code assistants, and image generators) is permitted in this course only under specific conditions that uphold academic integrity, intellectual rigor, and ethical standards.

1. Permitted Use Students may use AI tools to:
 - a. Brainstorm ideas or explore topics
 - b. Summarize publicly available information
 - c. Generate outlines or structure for assignments

All AI-assisted work must be critically reviewed, edited, and personalized by the student. The final submission must reflect the student's own understanding, voice, and academic effort.

2. Prohibited Use AI tools must not be used to:

- a. Generate entire assignments or discussion posts without substantial human input
- b. Fabricate sources, citations, or data
- c. Bypass learning objectives or misrepresent original work
- d. Complete discussion posts, assessments, quizzes, or exams unless explicitly allowed.

Use of AI in violation of these guidelines may be considered academic misconduct and subject to disciplinary action.

3. Instructor Discretion The instructor reserves the right to restrict or prohibit AI use for specific assignments or activities. Any such restrictions will be communicated in advance through assignment instructions or course announcements.

***Any usage outside of the approved usage will result in an automatic ZERO for the assignment.**

Syllabus Disclaimer

This syllabus is designed to guide your learning, though adjustments to assignments, due dates, and grading criteria may occur as needed throughout the term. Any updates will be communicated clearly through:

- The relevant assignment sections in D2L
- Announcements in the "News" area
- Messages sent via D2L email

Please make it a habit to check D2L regularly so you don't miss important changes. While I will always do my best to alert you to any discrepancies between the syllabus and what's posted in D2L, please use the D2L assignment instructions as your primary source of truth for deadlines and expectations. You'll have ample time built into the schedule to support your success, and I encourage you to submit assignments on time. If unforeseen circumstances affect your ability to meet a deadline, reach out, I'm here to support you.

Grading/Assessment

Table 1: Points allocated to each assignment

Assignments	Points
Quizzes (7)	70
Assignments (7)	70
Midterm Exam	20
Final Exam	40
Mandatory Live Zoom Sessions (2 @ 15pts)	30
Total Points	230

Table 2: Total points for final grade.

Grade	Points
A	207-230
B	184-206

Grade	Points
C	161-183
D	138-160
F	0-137

Working Ahead Policy

Students are welcome to work ahead in this course when materials are available; however, it is important to recognize that such flexibility **is a privilege and not a guaranteed entitlement***. While select content may be accessible in advance, certain assignments, discussions, and activities are intentionally released according to a predetermined schedule. This structured pacing is designed to promote consistent engagement, support instructional objectives, and maintain alignment across the course. As such, some materials may remain inaccessible until their designated release dates, regardless of individual progress.

10/29/2025

Students are expected to plan accordingly and monitor the course calendar and announcements regularly. The D2L platform will serve as the authoritative source for all updates to course materials, deadlines, and expectations. For clarity regarding the availability of specific content, students should consult the “Content” tab in D2L on an ongoing basis. Adhering to the weekly schedule and remaining actively engaged will ensure preparedness for all graded components and collaborative activities throughout the term.

Midterm Exam

The Midterm Exam will be administered during Week 4. It will consist of 20 questions covering key concepts from the entire course. Question formats will include:

- Multiple choice
- Fill-in-the-blank

Exam Policies:

- The exam will be available online for a **48-hour window** during Week 4. You must complete it within one sitting once started.
- The exam is **closed book and individual effort only**. Collaboration or use of unauthorized resources is strictly prohibited.
- You will have **60 minutes** to complete the exam. Time extensions are not permitted unless approved through official accommodations.
- Academic integrity is expected. Any violations (e.g., plagiarism, cheating, use of AI tools) will result in disciplinary action per university policy.
- If you experience technical issues during the exam, contact the instructor immediately via email.

Final Exam

The Final Exam will be administered during Week 7. It will consist of 40 questions covering key concepts from the entire course. Question formats will include:

- Multiple choice

- Fill-in-the-blank

Exam Policies:

- The exam will be available online for a **48-hour window** during Week 7. You must complete it within one sitting once started.
- The exam is **closed book and individual effort only**. Collaboration or use of unauthorized resources is strictly prohibited.
- You will have **60 minutes** to complete the exam. Time extensions are not permitted unless approved through official accommodations.
- Academic integrity is expected. Any violations (e.g., plagiarism, cheating, use of AI tools) will result in disciplinary action per university policy.
- If you experience technical issues during the exam, contact the instructor immediately via email.

Extra Credit

No extra credit assignments will be given or accepted in this course.

Late Work

Late work is not accepted without prior approval. All assignments must be submitted on time, either in class or through the designated platform, by the posted deadline. If you anticipate a conflict, it is your responsibility to communicate with me **before** the due date. **Unexcused late submissions will receive a zero**. Extensions may be granted only in cases of documented emergencies or university-approved circumstances and must be requested in writing. Repeated late submissions, even with communication, may result in grade penalties and loss of participation credit. This policy is designed to promote accountability, fairness, and respect for the learning process. Plan ahead, manage your time, and meet deadlines consistently.

Homework

As college students, you are expected to manage your time effectively and meet all course deadlines. Timely submission of assignments is essential for maintaining steady progress and contributing meaningfully to the learning experience.

If unforeseen circumstances arise that may affect your ability to meet a deadline, you must contact the instructor **in advance** to discuss possible accommodations. Extensions are not guaranteed and will be considered on a case-by-case basis.

Dropbox Assignments

This course includes seven major assignments, each of which must be submitted through your individual Dropbox folder, which is directly linked to the gradebook. The Dropbox will activate when a submission is available for review. To ensure proper assessment and recordkeeping, all assignments must be uploaded directly to the designated Dropbox; **submissions sent via email will not be accepted or graded under any circumstances.** * Although each Dropbox is unique to the individual student, all submitted documents must include your full name and follow the required file naming: LastNameFirstInitial_Course AssignmentName (e.g., MartiniG_COUN 4103 Engagement Strategy Paper). Assignments are expected to be submitted by the posted deadlines. Please note that the instructor will not make individual adjustments to assignments. If you are unable to complete an

assignment as designed due to unforeseen circumstances, it is **your responsibility*** to propose a reasonable alternative and present it for approval in advance of the deadline. Requests made after the due date **will not*** be considered. Timely communication and proactive problem-solving are essential to maintaining academic standards and ensuring fairness across the course.

Important Dates

Last day for term schedule changes: **January 23rd 2026**. Check date on [Academic Calendar](#).

Deadline to file for graduation: **February 16th 2026**. Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" **March 18th 2026**. 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

Although this course is delivered asynchronously, **regular and timely engagement is mandatory**. This is a discussion-based course, and your consistent participation is essential to both your success and the quality of the learning environment.

Requirements

- **Active Weekly Participation:** Students must log in and actively participate in all weekly modules, including discussion boards, assignments, and required activities.
- **Mandatory Zoom Meetings:** Two live Zoom sessions are required, **(one during midterm week and one during finals week)**. Attendance and participation in these meetings are part of your grade.
- **Attendance & Engagement:** Failure to engage in weekly modules without instructor-approved excuse will result in a reduction of your participation grade and may jeopardize your ability to pass the course.
- **Deadlines & Interaction:** Late or missing posts, lack of interaction with peers, or failure to meet weekly deadlines will be treated as non-attendance.
- **Excused Absences:** Illness, emergencies, or university-approved activities must be communicated to the instructor **in advance** with appropriate documentation.

Virtual Classroom/Zoom Requirement

Participation in scheduled Zoom sessions is **non-negotiable**. These meetings are a required component of the course and carry graded weight. Failure to comply will directly impact your final grade and may result in course failure.

Mandatory Requirements

- **Attendance:** Students must attend **two live Zoom meetings (one during midterm week and one during finals week)**. Absence without prior instructor approval and documentation will result in a **zero for that requirement**.
- **Punctuality:** Students are expected to log in on time. Late arrivals will be marked as absent.

- **Technology Preparedness:** A stable internet connection, microphone, and webcam are required. Technical issues are not an excuse for missing class; students must test equipment in advance.
- **Active Participation:** Passive attendance is not sufficient. Students must contribute to discussions, respond when called upon, and engage respectfully with peers.
- **Professional Conduct:** Disruptive behavior, inappropriate language, or failure to maintain a professional presence will result in removal from the session and loss of points.
- **Recording Policy:** Sessions may be recorded for instructional purposes. Unauthorized distribution of recordings is strictly prohibited and will be treated as a violation of academic integrity.
- Missing a mandatory Zoom meeting without an approved excuse = automatic deduction of points and may jeopardize course completion.

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 that 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](#).

Instructor Class Policies

This course is built on a foundation of respect, structure, and academic rigor. As your instructor, I am committed to maintaining a professional learning environment where all students can thrive.

Expectations:

- Students are expected to engage with course materials on time, come prepared, and contribute meaningfully to discussions and assignments.
- Disruptive behavior, including inappropriate communication, lack of participation, or failure to meet deadlines, will not be tolerated and may result in **grade penalties or removal from the course.**
- All communication (whether in discussion boards, messages, or assignments) must remain professional and respectful.
- I reserve the right to modify the syllabus or course schedule as needed to support learning objectives. Any changes will be communicated promptly.
- It is the **student's responsibility** to stay informed, meet all expectations, and uphold the standards of this course.

This policy ensures a productive, respectful, and academically sound environment for all participants.

Inclement Weather

In the event of inclement weather, this course will follow official university guidance regarding campus closures or delays. If the university remains open, students are expected to attend class as scheduled. Missed class due to weather-related concerns will only be excused if the university has issued a formal closure or delay notice. If class is canceled, assignments and deadlines will still be enforced unless otherwise communicated. Students are responsible for checking D2L and their university email for updates. It is your responsibility to stay informed and prepared, weather disruptions do not automatically grant extensions or exemptions.

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. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

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](#).

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 prohibit 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](#)

Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 1/20 to 1/25	Introduction to HRD & Strategic Alignment Quiz 1 Assignment 1: HRD Alignment Report	Assignment & Quiz 1/25
Week 2 1/26 to 2/1	Business Strategy & HR Integration Quiz 2 Assignment 2: HR Strategy Analysis Presentation	Assignment & Quiz 2/1
Week 3 2/2 to 2/8	HR Functions in Strategic Context Quiz 3 Assignment 3: Context Case Study	Assignment & Quiz 2/8
Week 4 2/9 to 2/15	Legal & Regulatory Environment Quiz 4 Assignment 4: Legal Impact Brief Midterm Exam	Assignment & Quiz 2/15 Midterm Exam
Week 5 2/16 to 2/22	Training & Development as Strategic Tools Quiz 5 Assignment 5: L&D Program Design	Assignment & Quiz 2/22
Week 6 2/23 to 3/1	Employee Engagement & Organizational Dynamics Quiz 6 Assignment 6: Employee Engagement Strategy Presentation	Assignment & Quiz 3/1
Week 7 3/2 to 3/8	Course Wrap-Up & Final Exam Assignment 7: HRD Policy White Paper Quiz 7 Final Exam	Assignment & Quiz 3/8 Final Exam
Week 8 3/9 to 3/15	SPRING BREAK	SPRING BREAK

