

Course Syllabus: Employee Assistance Issues

West College of Education

COUN 4333.DX/5333.x40

Summer 2021

Employee Assistance Issues

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Required Text: *Employee Assistance Programs*, Thomas, 4th Edition, Charles C. Thomas, 2010.

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.

Objectives:

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

Methods:

- Discussion
- Case evaluations
- Article reviews

Assessment: Students will demonstrate knowledge and understanding of course objectives through completion of a research paper, analysis of current issues by a review of current articles, and satisfactory completion of a final exam. Assignments and point values are:

Assignments	Weight
Discussion	20%
Paper	40%
Book Review	20%
Final Exam	20%
Total	100%

COUN 4333 students do not have to submit the book review. Discussion will be 20%, paper 40% and the final exam will be 40% of the final grade for COUN 4333 students.

Calendar: Class will have weekly chapter discussions that are to be posted on the bulletin board. The final exam will be case studies that speak to the issues that a HR specialist might have to deal with daily. **The final exam will be on August 2nd. All assignments will be due on 2nd.**

- **Research Paper**
 - Choose a topic related to the course and research the topic in greater depth than presented in the text.

- Provide an introduction, review of literature, a case scenario to solve and the solution to your case scenario based on the review of literature.
- Deliverables:
 - Written paper using 10-15 articles, 5 pages in length, minimum. Include a cover page and bibliography (not part of the page count).
 - The paper will be in APA form, double spaced and 1 in margins.
 - **The paper should be edited by someone prior to turning it in to the professor.**
- **Book Review**

Students will select a book that speaks to an Employee Assistance Issue and write a 3 page book review. In the review students will briefly state what the book was about, how does it relate to employee assistant issues, and how will you use this book in a HR career.

Discussions

Students will discuss the chapter assignments found at the content section of the course. There are 11 chapter assignments that are to be posted at the discussion icon of the course. Given that there are 5 ½ weeks for this class you may want to post at least two chapter assignments per week. Dr. Kitchen will review the chapter assignments every Wednesday. If you have any questions about this assignment please contact Dr. Kitchen.

● **Final Exam**

This will be an essay exam. It will include information from the text, and supplemental articles shared in the course.

Grading Procedures:

Grading criteria for exams are:

Grading criteria for assignments are:

Percentage	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%:	C

Letter Grade	# of errors
A	Zero
B	1-4
C	5-8
C	9-12
F	Over 12

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

Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott's executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of listed for the program or contact your instructor.

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

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 faculty member. In those classes where attendance is considered as part of the grade, the instructor should so 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 on a daily basis. 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. 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 WATC. 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.

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.

