

West College of Education
COUN 4333X40/DX1
Employee Assistance Issues
Summer II: July 10-Aug 10, 2023
Course Syllabus

Dr. Delores Jackson

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

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. My normal response is within 24-48 hours of receipt, often much sooner. Email me to schedule a zoom appointment, if needed.

Required Course Material

- **Textbook:** Employee Assistance Programs: A Complete Guide - 2020 Edition by Gerardus Blokdyk | Jan 19, 2020.*

*The book for COUN 4333 is only available at Amazon and is not available at the MSU bookstore. If you must purchase the book at the MSU bookstore because a third party pays for it (i.e. VA, specific book scholarship, etc.) contact Jenny Denning Tel: 940.397.4384; (jenny.denning@msutexas.edu) directly at the MSU bookstore and she will order it for you, specifically.

- **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 and class threaded discussions.

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

Table 1: Distribution of Points

Assignments	Weight (Undergrads)
Discussion Threads of Required Readings for Course Objectives	25%
EAP Self-Assessment utilizing the textbook	10%
Research Paper	40%
Final Exam	25%
Total	100%

Table 2: Course Assignments (Full instructions in D2L)

Assignments	Due Date	Points
Objective #1 – Threaded Class Discussion	7/16/2023	5
Objective #2 – Threaded Class Discussion	7/23/2023	5
Objective #3 – Threaded Class Discussion	7/30/2023	5
Objective #4 – Threaded Class Discussion	8/6/2023	5
Dropbox Submission – EAP Assessment	8/6/2023	10
Objective #5 – Threaded Class Discussion	8/10/2023	5
Dropbox Submission – Research Paper	8/10/2023	40
Final Exam	8/10/2023	25
Total Points		100

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

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 the topics. The class discussion thread will address information presented in the scholarly articles, in addition to other outside readings assigned by the instructor. Please review D2L instructions for participating in the class discussion thread

EAP Assessment: Utilizing the text, *Employee Assistance Programs: A Complete Guide - 2020 Edition*, 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 turning it in to the professor.**

Final exam: This will be an essay exam. It will include information from the text, and required articles shared in the class discussion. **The final exam will be on August 9th or 10th. All assignments will be due before August 10th.**

Table 3: Grading Procedures

Percentage	Letter Grade
90% - 100%	A
80% - 89%	B
70% - 79%:	C
60% - 69%	D
50% - 59%	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 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.

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 at 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 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 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.

July 8-9 Registration (summer II)
July 10 Classes begin
July 27 Last Day for "W", 4 p.m.
August 10 Final examinations