



West College of Education

Syllabus: COUN 4943X10/DX1
Seminar: Human Resource Development
Fall 2022 Semester: August 22 – December 10, 2022

Instructor: Dr. Delores Jackson

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

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.

Course Description

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

Textbook & Instructional Materials

Human Resource Management, Edition 16: Gary Dessler - Pearson ISBN-13: 978-9353942205

American Psychological Association (APA), Publication Manual of the American Psychological Association, 7th ed. Washington, DC: APA, 2020.

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 bring 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.
7. Develop and teach program(s) informing employees of the human resource function to be used in a business environment.

Course Assignments

Table 1: Course Assignments, Due Dates, and Points

| Course Assignments | Due Dates | Points |
|---|------------------------|------------|
| Introductory Post | Sun, 9/4/22, 11:59pm | 5 |
| Chapter 1 & 2 - Discussion Board Post | Sun, 9/18/22, 11:59pm | 5 |
| Chapter 3 & 4- Discussion Board Post | Sun, 9/25/22, 11:59pm | 5 |
| Chapter 5 & 6- Discussion Board Post | Sun, 10/2/22, 11:59pm | 5 |
| <i>Guest Lecture/TEDTalk (TBA)</i> | | |
| Chapter 7 & 8- Discussion Board Post | Sun, 10/9/22, 11:59pm | 5 |
| Chapter 9 & 10- Discussion Board Post | Sun, 10/16/22, 11:59pm | 5 |
| Chapter 11 & 12- Discussion Board Post | Sun, 10/23/22, 11:59pm | 5 |
| Dropbox Submission #1-Interview/Shadow w/HR Personnel - | Sun, 10/30/22, 11:59pm | 10 |
| Chapter 13 & 14- Discussion Board Post | Sun, 10/30/22, 11:59pm | 5 |
| Chapter 15 & 16- Discussion Board Post | Sun, 11/6/22, 11:59pm | 5 |
| Chapter 17 & 18- Discussion Board Post | Sun, 11/13/22, 11:59pm | 5 |
| Dropbox Submission #2 -Article Review - | Sun, 11/20/22, 11:59pm | 10 |
| Thanksgiving Holiday (Nov 22-27) | | |
| Dropbox Submission #3- Researched Topic - | Wed,*11/30/22 | 10 |
| -Final Exam | Sun, 12/4/22 | 20 |
| Total Points for Course Assignments | | 100 |

*Weekday changed

Class Discussion Posts – 50% of course grade
 Dropbox Submissions – 30% of course grade
 Final Exam 20% of course grade

Below is an overview of general information regarding assignments for the semester. *Complete your assignments as instructed in D2L.*

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 professional 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

- 1) **"Shadow"** (8 hours) or conduct a 1-2 hour interview with an HR manager and write a reflective paper regarding your experiences. This paper will be a minimum of three (3) pages, double-spaced, 1-inch margins, 12-sized font. Please be sure to use APA-style writing in citing sources, quotations, etc.
- 2) **Article Review**- You will locate two articles on the same/related subject (different from your research topic) using the peer-reviewed journals associated with the field of HRD (Examples: practitioner periodicals or scholarly/research/academic journals). The articles should be recent within the last 10 years. Compare and contrast prevailing thoughts on a related human resource management and/or development issue, trend, or concern. This will be a 3-page paper.
- 3) **Research a Topic** that interests you that is pertinent to some aspect of human resource management and/or development and write a five (5) page paper covering the subject. Examples of Topic: Workforce changes due to COVID.

Final Exam

The final exam will be worth 20 points and based on material generated from the chapter class discussions and the textbook. The final exam will be either essay format and submitted to the dropbox; or multiple choice and fill-in. Additional information regarding the final exam and format will be presented mid-semester.

Table 2: Grades, Points, and Percentage for Discussion Posts -5 points total

| Grade | Points | Percentage |
|-------|---------------|---------------|
| A | 4.5 - 5 | 90-100% |
| B | 4.0 - 4.4 | 80-89% |
| C | 3.5 -3.9 | 70-79% |
| D | 3 - 3.4 | 60-69% |
| F | 2.9 and below | 59% and below |

Table 3: Grades, Points, and Percentage for Dropbox Submissions-10 points total

| Grade | Points | Percentage |
|-------|-------------|---------------|
| A | 9-10 | 90-100% |
| B | 8 | 80-89% |
| C | 7 | 70-79% |
| D | 6 | 60-69% |
| F | 5 and below | 59% and below |

Table 4: Grades, Points, and Percentage for Exam – 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 5: Grades, Points, and Percentage for Course – 100 points total

| Grade | Points | Percentage |
|-------|-------------|---------------|
| A | 90-100 | 90-100% |
| B | 80-89 | 80-89% |
| C | 70-79 | 70-79% |
| D | 60-69 | 60-69% |
| F | 59 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.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. The online discussion threads are considered part of your grade so your attendance and active participation are expected. Missing more than three threaded discussions could be cause for me to administratively drop you from the course. A student with excessive absences may be dropped from the course by me. I will provide written warning prior to being dropped from the class. My grading and comments will stand as evidence of absences. You are required to post to the discussion thread at least twice a week, on at least two different days.

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.

[MSU Catalog](#)

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. 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 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 22 - Classes begin
- Sep 5 - Labor Day-No classes
- Sep 8-19 Limited or delayed instructor response/contact (Instructor will be out of the country and will provide instructions for "true" emergency contact.)
- Sep 26 - Last day to file for Dec graduation
- Oct 10-14 Mid-semester
- Oct 24 - Last day to drop for "W" grade
- Nov 22 - Thanksgiving holiday begins
- Nov 28 - Classes resume
- Dec 2 - Last day of Classes
- Dec 3-8 - Final Exams
- Dec 10 - Commencement