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CID 338 TALENT LEADERSHIP

COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Cynthia Rhodes

Office Location: Online

Office Hours: Email, Telephone or Virtual by Appointment

University Email Address: Cynthia.Rhodes@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: Usually within 24-48 hours

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class.

Supplemental Materials

Links and files will be provided in the document sharing tab within the course.

ORGANIZATION LEADERSHIP PROGRAM DESCRIPTION

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

COURSE DESCRIPTION

This course looks at the different roles that the human resource department plays in a company and the skills needed to accomplish the day-to-day activities of HR personnel. Emphasis is placed on the role of HR management in the strategic management process of a company. Processes used by HR departments to recruit talent, train, and conduct performance appraisals are covered. Workplace discrimination, labor laws, and global trends are also examined.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

- 1. Analyze the role of the HR manager/leader as a strategic partner to develop human resources in the organization.
- 2. Develop an effective personnel recruiting and selection plan for an organization.
- 3. Create strategies to support the training and career development of human capital.
- 4. Develop performance appraisal criteria for multiple positions and HR strategies for organizational success.
- 5. Determine which type of pay plan and benefits mix would be suitable to an organization's strategic initiatives and employee base.
- 6. Review key labor-related laws and legislations, and describe their influence on safety, health, and wellness.

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test and/or post-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher on both the post-test and quizzes to demonstrate competency and pass the course.

Course Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is not calculated into the final grade for the course. Its purpose is to provide students with a baseline understanding of their knowledge in this course prior to taking the course.

| Content | Description | Value | Notes |
|----------|---|------------|--|
| Pre-test | This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator. | 100 points | Required before completing any other work in the course. The grade on the pre-test does not count in the final grade for this course. |

Quizzes

The quizzes are intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. Student must score at least 80% on each quiz. If students score less than 80% on the quizzes, they will have an opportunity to retake the quiz up to two additional times. The quizzes should be taken prior to the Post-Test. **If any of the quizzes are less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term.**

After taking and passing all three quizzes, email the instructor so you can be provided the access passcode which will be needed in order to take the Post-Test.

Post-Test

Students will need a passcode in order to access the Post-Test. After passing all three quizzes, email the instructor so you can be provided the passcode needed to access take the Post-Test.

The Post-Test is an end-of-course comprehensive exam that assesses student's knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of at least 80% is required** to demonstrate competency.

| Content | Description | Value | Notes |
|-----------|---|------------|---|
| Post-Test | Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions. | 100 points | Required and you must score 80% or higher. You have up to three attempts. DUE: Last day of week 7, Friday by 11:59 p.m. CST |

If you score less than 80% on the Post-Test, you will have an opportunity to review the material and retake the post-test two additional times. **If the Post-Test score is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term.** Students who fail the Post-Test should review feedback from the instructor before reattempting the Post-Test.

GRADING

A score of 80% or higher on the quizzes AND the Posttest are required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

| Item | Worth |
|----------|------------|
| Posttest | 100 points |
| Quizzes | 100 points |

Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% or Below

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup

method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

Interaction with Instructor

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24-48 hours provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- **Course name and subject in the subject line (ex. ORGL 338 Talent Leadership – Posttest)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty Policy](#)

[Undergraduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-

8865145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

COURSE OUTLINE

| Learning Objectives and Competencies |
|--|
| LO1. The Nature of Human Resources: Analyze the role of the HR manager/leader as a strategic partner to develop human resources in the organization |
| LO2. Recruitment and Selection: Develop an effective personnel recruiting and selection plan for an organization. |
| LO3. Training and Development and Career Planning: Create strategies to support the training and career development of human capital. |
| LO4. Performance Management and Employee Assessment: Develop performance appraisal criteria for multiple positions and HR strategies for organizational success. |
| LO5. Compensation and Benefits: Determine which type of pay plan and benefits mix would be suitable to an organization's strategic initiatives and employee base. |
| LO6. Labor Relations/Safety, Health, and Wellness: Review key labor-related laws and legislations, and describe their influence on safety, health, and wellness |