



OLT 560: WORKPLACE LEARNING

COURSE SYLLABUS: Spring 2024 – Online course

Instructor: Dimitra Smith, Ph. D (Professor and Department Head)

Office Location: ED North

Office Hours: Virtual daily (Tuesday 10:00am -1:00pm and Wednesday 10:00am – 12:00noon CST~) by appointment

University Email Address: Dimitra.smith@tamuc.edu

Best method of contact: The best way to contact me is via email. I will respond to all emails within 48 hours (unless it is the weekend or holiday). All emails received after 12:00 noon (CST) on Thursdays, will receive a response on the following Monday.

COURSE INFORMATION

Textbook Required: Swanson, R. A. & Holton, III, E. F. (2009). *Foundations of human resource development* (2nd ed). San Francisco, CA: Berrett-Koehler Publishing, Inc. ISBN: 978-1576754962

Optional text: American Psychological Association. (2020). *Publishing manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Course Description: This course introduces the organization and implementation of work-based learning programs. Topics include the organizational environment and an analysis of the types of organizational programs needed to address organizational culture and needs. The course also includes an overview of legal issues. The process for conducting and implementing a needs assessment will be examined. Specific legal issues to meet the training needs of specific organizations will be identified.

Students Learning Outcomes:

At the end of this course engaged students will be able to:

- ✓ Describe an organizational environment.
- ✓ Identify different types of organizational programs and training programs.
- ✓ Describe important legal issues organizations need to address.
- ✓ Conduct a needs assessment of the people, environment, and culture of the workplace.
- ✓ Construct and implement a needs assessment.
- ✓ Evaluate the results of a needs assessment.
- ✓ Identify how to meet the legal needs of specific organizations.
- ✓ Develop a work-based learning project.
- ✓ Discuss how strategy, accountability, policy, and planning advance HRD.
- ✓ Design and evaluate deliverables for a portfolio.

COURSE REQUIREMENTS

Course Expectations and Participation:

- ✓ Active participation in this web-based course is expected. It is recommended that students log in into the course module weekly to stay on track with the assigned reading material, discussion post, assignment, and project.

- ✓ Students are expected to take an active learning approach in this course and engage in the course content to positively impact the learning experience for everyone.

- ✓ Complete all discussion posts, assignments, and papers by deadlines.

- ✓ Incorporate knowledge gained from the text, personal experiences, peers' feedback, and other resources to formulate ideas on your responses.

Students who enroll at Texas A&M University-Commerce will have access to an email account via myLeo. All instructors' emails sent from D2L (including all other university official emails) will go to students' myLeo email account, so students need to check their account regularly. Students are also encouraged to email their instructor using the myLeo email.

Course Assessments: This course is made up of a series of module assignments and assessments to assist students in achieving the course learning outcomes. In each module the students will work on combinations of readings, discussions, journal articles, videos, or self-study research.

Student Introduction: Students will create a video using the VoiceThread application located in the Table of Contents to introduce themselves to their peers. Refer to module one for further instructions. Students who have never used the VoiceThread application previously may refer to the resource in the "Creating a VoiceThread" tutorials available here:
<https://tamucommerce.voicethread.com/share/15833748/>.

Discussion Assignment: Students will read the assigned readings and prepare a written critique to post. As a minimum, each critique must offer a short summary of the focus and main thesis presented by the author in the article/chapter. The body of each critique will contain the student's assessment of the ideas expressed in the chapters and the reason(s) for the assessment. Critiquing the material includes stating the key ideas and evaluating them for soundness and relating them to the course objectives and content. The critique must conclude with one or two concerns the chapters did not address and/or areas that might serve as foundations for future research. Detailed instructions are available in the course module and grading rubric such as providing a quality comment on at least three others discussion threads.

Needs Assessment & Training Plan: Students will conduct a knowledge and skills needs assessment of their choice utilizing the resources available in the course module. It can be an employees' knowledge and skills assessment in their workplace or another organization of their choice. Based on the needs assessment, students will create a training plan. Students will refer to the course module and grading rubric for detailed instructions on the assignment, the needs assessment and training plan forms. Uploads of all needs assessments and training plan required.

Research Paper: Students will write a research paper from a list of topics provided in the course module. The research paper will be between 3,000 – 4,000 words, utilize a minimum of 15 references and adhere to standard APA (7th ed.) guidelines. The research paper should basically constitute a literature review of an aspect of the course that caught your attention or interest. Students will type the research paper using double-spaced with Times New Roman 12-point font. The format will include 1-inch margins on the top, bottoms, and sides, and fully comply with APA (7th ed.) guidelines. Students will refer to the grading rubric for detailed instructions such as incorporating original ideas into the paper and structure.

Research Presentation: Students will develop a video recording to present the research paper that they have completed in module 4. The presentation should not be longer than 10 minutes. Students will refer to the course module and grading rubric for detailed instructions such as watching three other research presentations and providing a quality comment on each.

Reaction Paper: Students will write a 500 – 750 words reaction paper to describe the lesson(s) learned from the course and how they can apply the information and content in their professional career. Students will refer to the course module and grading rubric for detailed instructions such as question prompts to guide their writing (course module).

COURSE GRADES

Grading Policy: The course grade consists of

Student Introduction 5%

Discussion Assignment 40%

Needs Assessment 15%

Research Paper 20%

Research Presentation 10%

Reaction Paper 10%

Total: 100%

Grading Scale:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% 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 technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

Access and Navigation: Students will need their campus-wide ID (CWID) and password to log into the course. If students do not know their CWID or have forgotten their 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 students have any questions or are having difficulties with the course material, please contact the 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 here: <https://community.brightspace.com/support/s/contactsupport>.

Interaction with Instructor Statement: The instructor is available via email or Zoom. Personal concerns involving a private issue, grades, student progress, etc. should be addressed privately to the instructor via private email or zoom. Instructor's communication response time to emails will, in most instances, be within 24 – 48 hours during the work week.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy: Students are expected to “attend class” and actively participate in all course content, assignments, discussions, and projects. The instructor will monitor each student's participation activity.

Late Work: Module assignments and/or projects must be submitted within established folders during the open and closing dates. Unless a student has a legitimate excuse, late work is not accepted. There are circumstances outside one's control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor as soon as possible. Assignments and/or projects not submitted by the deadlines will receive a grade of zero.

Drop Course Policy: Students should take responsibility for dropping themselves from the course according to university policy should it become necessary.

Syllabus Change Policy: The syllabus is a guide. Circumstances and events, such as students' 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 or as soon as the changes have been made.

University Specific Procedures

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 in the Student Guidebook.

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance: For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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:

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty Form

Civility Statement: Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one-on-one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

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 students have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 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

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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 campus event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

Course Calendar

This schedule incorporates details associated with the course's weeks and associated modules. Specific assignments for each module can be found in each module home page. Students are encouraged to visit the course module on a regular basis. Your faculty will notify you via D2L announcement or email should there be any changes to this schedule.

Module (M)	Reading and/or Watch	Activity
M1	<ul style="list-style-type: none"> • Textbook Chapters 1 & 2 • Video Clips • PowerPoint Slides • Articles 	<ul style="list-style-type: none"> • Initial Discussion Post • Response Posts • Student Introduction
M2	<ul style="list-style-type: none"> • Textbook Chapters 7, 8, & 9 • Video Clips • PowerPoint Slides • Articles 	<ul style="list-style-type: none"> • Initial Discussion Post • Response Posts
M3	<ul style="list-style-type: none"> • Textbook Chapters 10 & 12 • Video Clips • PowerPoint Slides • Articles 	<ul style="list-style-type: none"> • Initial Discussion Post • Response Posts • Needs Assessment
M4	<ul style="list-style-type: none"> • Textbook Chapters 13 & 15 • Video Clips • PowerPoint Slides • Articles 	<ul style="list-style-type: none"> • Initial Discussion Post • Response Posts • Research Paper
M5	<ul style="list-style-type: none"> • Textbook Chapters 16, 17, & 18 • Video Clips • PowerPoint Slides • Articles 	<ul style="list-style-type: none"> • Research Presentation • Comment Research Presentation

M6	• Textbook Chapters 19 & 20	• Reaction Paper
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	M1	M2	M3	M4	M5	M6	Total Points
Student Introduction	5						5
Module Discussion	100	100	100	100			400
Needs Assessment			100				100
Research Paper				100			100
Research Presentation					100		100
Reaction Paper						100	100
Total:							805