



## **OLT 563 Talent Development**

COURSE SYLLABUS: Spring 2024

**Instructor:** Dr. Ashley Hall

**Office Location:** Virtual

**Office Hours:** Virtual by appointment

**University Email Address:** Ashley.Hall@tamuc.edu

**Preferred Method of Communication:** D2L email

### **COURSE INFORMATION**

#### ***Textbook(s) Required:***

- Effective Succession Planning by William J. Rothwell. Print ISBN-13: 978-0814449158

#### ***Optional***

- Publishing Manual of the American Psychological Association (7th edition)

#### **Course Description**

Succession planning is the process of pinpointing key needs for intellectual talent throughout the organization over time and preparing individuals for present and future work responsibilities needed by the organization. The purpose of this course is to examine processes and practices of succession planning as a part of talent development strategy.

#### ***Student Learning Outcomes***

1. Define the definitions of talent development and succession planning
2. Explain the need for succession planning
3. Describe an overarching framework governing succession planning
4. Explain the processes to implement succession planning in various organizations

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## ***Minimal Technical Skills Needed***

This is a fully online course. Assignments will be delivered via D2L. Knowledge of the substantive material covered in the course is of central importance. Grading will include consideration of content as well as grammar, spelling, organization, and explicit use of readings. A serious commitment to mastery of the content and contribution to everyone's learning is expected. An online course inherently requires students to be active, reflective, and contributive learners.

Assigned readings are noted within the module overview as well as on the course schedule. Required module readings will serve as a basis for online discussion. Late submissions one week past the due date **WILL NOT** be accepted, and each day late will incur a 20% score deduction. I do understand that sometimes there are circumstances outside one's control that may impact timely submission of assignments, such as jury duty, hospitalization, or death of a family member. In these instances, a student is expected to notify the instructor **BEFORE** the assignment deadline.

## ***Course Grade***

**Discussion Boards (5 at 50 points each = 250 points total):** Each discussion thread topic will require a "post" and two "replies" to fellow classmates' posts. The initial post is due by 11:59 p.m. **Thursday** of the assigned week. Two replies are due by 11:59 p.m. **Sunday**.

**Papers (6 at 75 points each = 450 points total):** Each student will write a paper in response to a prompt based on the module's reading assignment.

Format: Use 1" margins and Times New Roman size 12 font. Papers should be double spaced. Do not use contractions in your writing. Papers will be graded based on depth of content as well as spelling, punctuation, and grammar.

**Final Project (300 points):** Case Study Activity on Succession Planning – You will interview a CEO, a top human resource professional, or a talent development professional in your organization or any organization of your choice (e.g., family business, K-12 school, community church, or a non-profit organization) to find out whether they perceive a need for succession planning and write an 8 – 10 page paper sharing your findings.

## **Final Letter Grade**

A	at least 90% of the points
B	80 – 89% of the points
C	70 – 79% of the points
D	60 – 69% of the points
F	59% or fewer of the points

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## **COURSE OUTLINE / CALENDAR**

<b>Module</b>	<b>Readings</b>	<b>Assignments</b>	<b>Due Date</b>
1	<ul style="list-style-type: none"><li>• Chapters 1 – 3</li><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Discussion*</li><li>• Module 1 Paper</li></ul>	3/24
2	<ul style="list-style-type: none"><li>• Chapter 4</li><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Discussion*</li><li>• Module 2 Paper</li></ul>	3/31
3	<ul style="list-style-type: none"><li>• Chapters 8 – 9</li><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Discussion*</li><li>• Module 3 Paper</li></ul>	4/7
4	<ul style="list-style-type: none"><li>• Chapter 10</li><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Discussion*</li><li>• Module 4 Paper</li></ul>	4/14
5	<ul style="list-style-type: none"><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Discussion*</li><li>• Module 5 Paper</li></ul>	4/21
6	<ul style="list-style-type: none"><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Module 6 Paper</li></ul>	4/28
7	<ul style="list-style-type: none"><li>• D2L content</li></ul>	<ul style="list-style-type: none"><li>• Final Project</li></ul>	5/7

\* Initial post due by Thursday. Replies due by Sunday.

## **TECHNOLOGY REQUIREMENTS**

### **Browser support**

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

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## Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

## Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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## **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](mailto: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**

### **Brightspace Support**

#### ***Need Help?***

#### **Student 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



#### **System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

#### **Interaction with Instructor Statement**

Email is the best way to contact the instructor. The D2L course also provides a way to share content related questions and help needs through multiple discussion forums. If the instructor cannot be reached during office hours and talking over the phone is helpful, email the instructor and provide some dates/times and a phone number to reach you.

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## ***COURSE AND UNIVERSITY PROCEDURES/POLICIES***

### **Course Specific Procedures/Policies**

The instructor will make every effort to grade assignments in a timely manner. If an unusual delay should occur, such as illness, the instructor's availability and expected timeline/response time will be shared as a course announcement in D2L.

### **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.

### ***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](#).

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

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

#### **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. Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

## ***ADA Statement***

### **Students with Disabilities**

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

Gee Library- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto: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.

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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.

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