A&M-COMMERCE

CID 338: TALENT LEADERSHIP
COURSE SYLLABUS:

Term:		Year:	

INSTRUCTOR INFORMATION

Instructor Name:	
Office Phone:	
A&M Commerce Email Address:	
Instructor Notes:	

Office Location: Online/Remote
Office Hours: Email, Telephone, or Virtual by Appointment
Preferred Form of Communication: Email
Communication Response Time: 24 Hours or Less (Grading of assignments is typically not completed in 24 hours or less)

COURSE INFORMATION

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.

Program Description
Courses with the "CID" prefix are competency-based courses which can fulfill elective credits within other competency-based degree programs. Students should check with their advisor about the applicability or need for elective courses in a student's major or support courses.

Course Materials
This course has been designed using Open Educational Resources (OER) and/or materials that are available through the [Waters Library](#). All materials are embedded within the course or are accessible via the internet or accessible through the Waters Library resource portal. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use with assignments and projects in this class.

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 computers and internet access for this course. Students must be able to effectively use my Leo email, my Leo 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 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 for the both the posttest 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 required before you begin studying course materials. If you do not make at least 80% on the pre-test, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and quizzes. The pre-test score is not included in the calculation of your final grade.

Content	Description	Value	Notes

Course Pre-test	This is the initial assessment in the module to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and **ARE REQUIRED**.	20 points	Required before completing any other work in the module. The grade on the pre-test does **not** count in the final grade for this course. **Once the pretest is completed, the module contents and posttest will be available.**

Module Post-tests

The post-tests are intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. Students must score at least 80% or higher on each quiz. If students score less than 80% on the post-test, they will have an opportunity to review the material and resubmit the quiz up to two additional times. ALL post-tests must be completed with a grade of 80% or higher within three attempts. 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.

Culminating Project

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.
DUE: Last day of week 7, Friday by 11:59 PM CST

If you score less than 80% on the Culminating Project, you will have an opportunity to review the material and resubmit two additional times. If the Culminating Project 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.

GRADING

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

Item	Points	Weight
Course Pretests – 6 total – one per module	20 points each (not included in final grade)	0% (not included in final grade
Module 1 Posttest	100 points	10% of final grade
Module 2 Posttest	100 points	10% of final grade
Module 3 Posttest	100 points	10% of final grade
Module 4 Posttest	100 points	10% of final grade
Module 5 Posttest	100 points	10% of final grade
Module 6 Posttest	100 points	10% of final grade
Culminating Project	100 points	40% of final grade

Total Points	700 points	100%

Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% or Below

ACCELERATION PROCESS

Students enrolled in competency-based education courses in the College of Innovation and Design are permitted to accelerate from one CBE course to another during a seven-week academic term under certain conditions. The request to accelerate from one course to another must be initiated by the student upon successful completion of currently enrolled CBE courses. Students are responsible for maintaining communication with faculty and their assigned advisor(s) throughout the acceleration process. Students who fail a course or who drop/withdraw from a CBE course are not eligible for acceleration. Student may only request permission to accelerate in one course at a time. Request to accelerate is initiated and completed by 5:00 pm CST on the fifth Friday of a seven-week academic term.

Process
1. Student successfully completes all required coursework in their CBE courses(s) with a grade of "A" or "B."
2. Student receives emailed verification from the assigned instructor that the course has been satisfactorily completed (Grade of A or B only).
3. Student contacts assigned advisor to provide proof of completion and discuss eligibility for acceleration into another course.

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

 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.

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.

COMMUNICATION AND SUPPORT

This is an online course; therefore, expect most communication to be online as well. If you have any questions or are having difficulties with the course material, please contact your instructor. 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 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. EDCB 517 – 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 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: https://www.britannica.com/topic/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. For more details and the definition of academic dishonesty see the following procedures:
Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form
Graduate Student Academic Dishonesty Form

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.

- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Use of Artificial Intelligence

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.

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.

A&M-Commerce Supports Students' Mental Health – 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 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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](#) online document and/or consult your 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 SCHEDULE

Learning Modules and Competencies	Required Assignments
Module 1:The Nature of Human Resources **Competency**: Analyze the role of the HR manager/leader as a strategic partner to develop human resources in the organization	• Complete Pretest • Review Module Content • Complete Module Posttest *Posttest score will **not** be available immediately after finishing the exam because the instructor will need to grade the short answer questions.
Module 2. Recruitment and Selection **Competency**: Develop an effective personnel recruiting and selection plan for an organization.	• Complete Pretest • Review Module Content • Complete Module Posttest *Posttest score will **not** be available immediately after finishing the exam because the instructor will need to grade the short answer questions.
Module 3. Training and Development and Career Planning **Competency**: Create strategies to support the training and career development of human capital.	• Complete Pretest • Review Module Content • Complete Module Posttest *Posttest score will **not** be available immediately after finishing the exam because the instructor will need to grade the short answer questions.
Module 4. Performance Management and Employee Assessment **Competency**: Develop performance appraisal criteria for multiple positions and HR strategies for organizational success.	• Complete Pretest • Review Module Content • Complete Module Posttest *Posttest score will **not** be available immediately after finishing the exam because the instructor will need to grade the short answer questions.
Module 5. Compensation and Benefits **Competency**: Determine which type of pay plan and benefits mix would be suitable to an organization's strategic initiatives and employee base.	• Complete Pretest • Review Module Content • Complete Module Posttest *Posttest score will be available immediately after finishing the exam.
Module 6. Labor Relations/Safety, Health, and Wellness	• Complete Pretest • Review Module Content • Complete Module Posttest

Competency: Review key labor-related laws and legislations, and describe their influence on safety, health, and wellness	*Posttest score will be available immediately after finishing the exam.
Culminating Project: HR Review	• Complete Culminating Project • 3 Attempts Allowed • Must score 80% or higher to successfully pass the course

Posttests: Must score 80% or higher to successfully pass the course – 3 attempts allowed

ALL ASSIGNMENTS DUE: Last day of week 7, Friday by 11:59 PM CST