

OLT 560: WORKPLACE LEARNING

COURSE SYLLABUS: Fall 2024
(October 21, 2024 – December 13, 2024)

Instructor: Dimitra Smith, PhD; Professor

Department: Department of Higher Education and Learning Technologies

Office Hours: Available by appointment on Tuesdays (10:00 -12:00 noon CST on campus); and on Wednesdays (10:00 am-1:00 pm CST via distance communication). By appointment.

University Email Address: Dimitra.Smith@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: Email is the best way to reach me as I check it daily. A reply will be sent within 48 hours, depending upon the time your message was received.

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. (2019). *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://tamuccommerce.voicethread.com/share/15833748/>. Follow the "Course Calendar" for the due date of the assignment.

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. Follow the "Course Calendar" for the due date of the assignment.

Needs Assessment: 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. Students will refer to the course module for detailed instructions on the assignment. Follow the "Course Calendar" for the due date of the assignment.

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. Follow the “Course Calendar” for the due date of the assignment.

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. Detailed instructions can be found in the course module. Follow the “Course Calendar” for the due date of the assignment.

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. In the course module, students will find some question prompts to guide their writing. Follow the “Course Calendar” for the due date of the assignment.

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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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 here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific 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.

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.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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 Procedures 13.99.99.R0.01](#)

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

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](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

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: [Student Disability Services](#)

<https://www.tamuc.edu/student-disability-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.

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.

[A&M-Commerce Supports Students' Mental Health](#)

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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



[AI use policy \[Draft 2, May 25, 2023\]](#)

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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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.

** The initial discussion board post is due by Thursday. Two replies are due by Sunday.*

**All assignments are due by Sunday of each week.*

Module (M)	Reading and/or Watch	Activity	Due Date
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 	Week of August 26 th
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 	Week of September 2 nd
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 	Week of September 9 th
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 	Week of September 16 th
M5 (2 weeks)	<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 	Weeks of September 23 rd and September 30 th
M6 (2 weeks)	<ul style="list-style-type: none"> Textbook Chapters 19 & 20 	<ul style="list-style-type: none"> Reaction Paper Review the course and retrieve all essential information 	Weeks of October 7 th and October 14 th

	M1	M2	M3	M4	M5	M6	Total Points	%
Student Introduction	5						5	5
Module Discussion	100	100	100	100			400	40
Needs Assessment			100				100	15
Research Paper				100			100	20
Research Presentation					100		100	10
Reaction Paper						100	100	10
Total:							805	100

** The initial discussion board post is due by Thursday. Two replies are due by Sunday.*

**All assignments are due by Sunday of each week.*