



# EAST TEXAS A&M UNIVERSITY

## HRCB 499 – Capstone Human Resource Development COURSE SYLLABUS

<b>Term:</b>	Spring 2 (03/17 – 05/02)	<b>Year:</b>	2025
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### INSTRUCTOR INFORMATION

<b>Instructor Name:</b>	Dr. Cathy Cockrell
<b>Office Phone:</b>	903.483.5302
<b>East Texas A&amp;M Email Address:</b>	catherine.cockrell@tamuc.edu
<b>Instructor Notes:</b>	Hello, and welcome to HRCB-499 Capstone Human Resource Development!  Important notes about this class and the Syllabus:  Note all Module Assignment Requirements. Schedule any interviews and/or organizational information gathering early.  Be sure to contact me if you have any questions about the Module Assignments!

**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)

[CBE Handbook Link](#)

### **COURSE INFORMATION**

#### 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.

### **BAAS Human Resources Develop Program Description**

The Bachelor of Applied Arts and Sciences (BAAS) degree in Human Resources Development is a competency-based program that equips students with leadership skills to become human resource professionals. Graduates are prepared to guide employees toward future roles while also retaining and enhancing existing talent. 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 is an integrated perspective of the opportunities and challenges in Human Resource Development. The course requires analysis and synthesis of the student's knowledge and skills acquired during the Human Resource Development Program journey. Special consideration is on adult learning and the integration of technology into training efforts. Students will have the opportunity to integrate their knowledge of their applied major courses to propose interventions for organizations through practical applications as final preparation for entering the workforce. Proposed interventions and practical applications are showcased in the Culminating Project: Executive Portfolio. The Executive Portfolio will be presented so that it reflects the student's work during this course, as well as their applied major courses, and can be utilized in the student's career beyond the Human Resource Development Program at East Texas A&M University.

### **Student Learning Outcomes**

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

- Understand the basic components of a well-written resume and use that knowledge in a career search.
- Conduct an environmental scan and analyze technological or other environmental influences impacting an industry or organization of the student's choice.
- Demonstrate the strategic value contribution of Human Resource Development to an organization of the student's choice, applying concepts and knowledge in a real-life and practical situation.
- Create an Executive Portfolio showcasing student skills demonstrated in the three course learning modules as well as application of knowledge acquired from the Human Resource Development program.

### **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 can demonstrate competency.

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.

### **Dropping the Course Due to Failure**

Students are NOT allowed to drop a course due to failure in the course. In the event a student does not make 80% or higher on a posttest or culminating project by the third attempt, the student is not allowed to drop the course due to failure. The student is also ineligible to accelerate or re-enroll/re-take the course in the current term.

To drop a course, students must have passing grades in the course or have not attempted any assignments in the course. Please reach out to an academic advisor to drop a course.

## **STUDENT RESPONSIBILITIES FOR COURSE**

### **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 by the due date specified. Please contact the instructor by email for any assistance or support.

### **CWID and Password**

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).

### **Technology-Related Issues**

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 ETAMU campus open computer lab, etc.

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **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.

### **Learning Management System (LMS) – D2L**

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

### **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](#).

## **COMMUNICATION AND SUPPORT**

### **Interaction with Instructor Statement**

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). **You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication.** 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.

### **Include the Following in Emails with Instructor:**

- Course name and subject in the subject line (ex. EDCB 517 – Posttest)
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

### **CID Studio**

The CID Studio is in D2L and available to all CID students. The CID Studio contains modules intended to support and inform students on their educational journey.

[CID Studio Link](#) – Please contact your advisor if you need access.

## **RESPONSE TIME & GRADING TIME IN CBE COURSES**

Instructors for competency-based education courses are expected to respond to students in 24 hours. If you are not able to reach your instructor, please reach out to your advisor for help. The grading of assignments in courses will be done in a timely manner, but grading responses will not be returned in 24 hours.

## **ACCELERATION IN CBE COURSES**

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.**

**Acceleration 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.

**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.

**ETAMU Attendance**

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

**Academic Integrity**

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all 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](#)

**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.

### **Submitting Past Work**

The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

### **Use of Artificial Intelligence**

East Texas A&M University 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**  
East Texas A&M University

Velma K. Waters Library Rm 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**

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **East Texas A&M Supports Students' Mental Health – Counseling Services**

The Counseling Center at East Texas A&M University, 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](http://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.



## COURSE ASSESSMENTS

### Requirement for Successfully Passing Course

Students must achieve 80% or higher for **every** posttest **and** culminating project to demonstrate mastery of all competencies and pass the course.

### Using Remaining Attempts to Improve Grade

Students are permitted to use remaining attempts on a posttest and/or culminating project after scoring 80% or higher to attempt to make a higher score on the assignment. Students are not permitted to exceed 3 attempts for any posttest or culminating project.

- **Must** complete all required posttests and culminating project and receive a grade on the assignments before doing additional attempts.
- The **highest** grade achieved on the posttest or culminating project will be used for the **final grade** for the posttest and culminating project.
- Please keep in mind that submitting during the final days and hours of the term means that you may not have time to resubmit or receive feedback.
- Once you have accelerated out of the course and received a completion email, you may not return to the course to resubmit work.

### Capstone Projects and Assignments

The assignments in the Capstone course assess your knowledge of terms and the application of concepts presented in this course and the HRCB program. **A score of 80% or higher is required on EVERY assignment/project** to demonstrate mastery of each competency. If students score less than 80% on the assignment, they will have an opportunity to review the material and resubmit the project up to two additional times. If the assignment 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. **If you want feedback for revisions, submit by the end of week 6.** Culminating projects have a due date: **Last day of week 7, Friday by 11:59 PM CST.**

## GRADING

A score of 80% or higher on the Culminating Project and all Module Assignments is required to demonstrate mastery of the competencies and receive credit for the course. The following items will be used to calculate the final grade in the course.

<b>Assignment</b>	<b>Points</b>	<b>Weight towards Final Grade</b>
Module 1 Assignment 1: LinkedIn Learning Course – Writing a Successful Resume	30 points	5%
Module 1 – Assignment 2: Create (or update an existing) Professional Resume	70 points	15%
Module 2: Employee Engagement in Organizational Change – Written Assignment	100 points	25%
Module 3: Strategic Human Resource Development – Executive Presentation	100 points	25%
Culminating Project: Executive Portfolio	100 points	30%
<b>Total</b>	400 points	100%

\*Module Pretests are required but not included in the calculation of final grade.

### **Grading Scale**

A = 90%-100%

B = 80%-89%

F = 79% or Below

## **COURSE OUTLINE / CALENDAR**

### Suggested Schedule

<b>Learning Objectives and Competencies</b>	<b>Materials to Read or Review</b>	<b>Assignments</b>
<p><b><u>Module 1: Develop a Professional Resume</u></b></p> <p><b>Competency:</b> Create a (or update an existing) resume using knowledge gained from a LinkedIn Learning Course, Writing a Successful Resume. The student will search for a job posting relevant to the student’s career plan and tailor the resume to apply to the position.</p>	<p>Module 1 Learning Materials</p>	<p><b>LinkedIn Learning Course: Resume Tips for Leaders and Managers.</b></p> <p><b>Module 1 Assignment:</b> Create your Professional Resume. Includes selecting a job posting of interest or relevant to the student’s professional goals. Must make 80% or higher to successfully pass the course. Three attempts allowed.</p>

<p><b><u>Module 2: Employee Engagement in Organizational Change</u></b></p> <p><b>Competency:</b> Conduct an environmental scan and analyze technological and environmental influences impacting an industry or an organization of your choice.</p>	<p>Module 2 Learning Materials</p>	<p><b>Module 2 Assignment:</b></p> <ul style="list-style-type: none"> <li>• Conduct an environmental scan for at least two technological or other environmental influences that are impacting an industry or organization of your choice.</li> <li>• Recommend strategies (Intervention Plan) to mitigate impacts on the industry or organization and how the strategies can be used to engage employees in the change process.</li> <li>• Create an Evaluation Plan for the intervention and how you will gauge the success of the intervention</li> <li>• Must make 80% or higher to successfully pass the course. Three attempts allowed.</li> </ul>
<p><b><u>Module 3: Strategic Human Resource Development Executive Presentation</u></b></p> <p><b>Competency:</b> Demonstrate the strategic value contribution of Human Resource Development to an organization.</p>	<p>Module 3 Learning Materials</p>	<p>Module 3 Assignment:</p> <ul style="list-style-type: none"> <li>• Requires you to schedule an interview with a Human Resources leader in an organization of your choice and gather information on the organization's current Human Resources processes.</li> <li>• Create Executive Presentation slides (visual using MS Power Point, Prezi, Canva, or other tool)</li> </ul> <p>Must make 80% or higher to successfully pass the course. Three attempts allowed.</p>
<p><b><u>Culminating Project: Executive Portfolio</u></b></p> <p><b>Competency:</b></p>	<p>Modules 1, 2, and 3 Learning Materials; resources from other applied major courses.</p>	<p><b>The Culminating Project: Executive Portfolio will consist of the following elements.</b></p>

<p>Create an Executive Portfolio that can be used in your professional career after completing the Human Resource Development Program.</p>		<ol style="list-style-type: none"> <li>1. Professional Resume (From Module 1)</li> <li>2. Brief Video for a Potential Employer</li> <li>3. Employee Engagement in Organizational Change (written assignment from Module 2)</li> <li>4. Strategic Human Resource Development Executive Briefing Video</li> </ol>
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- **All assignments must be submitted by 11:59PM/CST on the Friday of Week 7 of the term.**
- A score of 80% or higher on the Culminating Project and all Posttests is required to demonstrate competency and receive credit for the course.
- **Tip:** After a failed attempt at a posttest or the culminating project, review feedback provided by your instructor and/or reach out to your instructor with questions before moving to the next attempt.