



OLT 560 Workplace Learning

COURSE SYLLABUS: Summer II 2025

Instructor: Kibum Kwon, Ph.D. Associate Professor

Office Location: Young Education North 104D

Office Hours: Virtual daily (M~F) by appointment

Office Phone: 903.886.5582

University Email Address: kibum.kwon@etamu.edu

COURSE INFORMATION

Textbook(s) Required:

- Swanson, R. A. & Holton, III, E. F. (2009) Foundations of human resource development (3rd ed). Berrett-Koehler Pub., Inc. San Francisco: CA.

Optional

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Course Description

This course provides an introduction to 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.

Student Learning Outcomes

1. Describe an Organizational Environment.
2. Identify types of Organizational Programs.
3. Identify types of Training Programs.
4. Describe important Legal Issues organizations need to address.

The syllabus/schedule are subject to change.

5. Conduct a needs assessment of the people, workplace, and culture of the workplace.
6. Construct and implement a needs assessment.
7. Evaluate the results of a needs assessment.
8. Identify how to meet the legal needs of specific organizations.
9. Develop a work-based learning project.

Assignment Overview

Discussions: Students will read the assigned readings and prepare a written critique to post. As a minimum, each critique must offer a short summary (150-200 words) of the focus and main thesis presented by the author in the chapters/articles. The body of each critique (650-750 words) will contain the student's assessment of the ideas expressed in the chapters and the reason(s) for this assessment. Critiquing the material includes stating the key ideas and evaluating them for soundness (e.g., Are these ideas reasonable? Does the author offer logical reasons for them? How does each idea "mesh" with the course textbooks and/or other class materials/discussions? What are the strengths and/or weaknesses of the chapter?), 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. Students will use double-spaced type (Times New Roman 12-point font). The format will include 1-inch margins on the top, bottom, and sides, and fully comply with APA (7th ed.) guidelines.

Please note: this assignment involves critiquing written work related to the OLT 560 Workplace Learning. Do NOT submit work that simply synthesizes what the author(s) wrote, or only reaffirms agreement/disagreement with the contents of the assigned reading. Do NOT recycle work from another class.

Each student will make at least 3 meaningful discussion posts for each module interacting with the other students in the class, the first post will be the original chapter(s) critique and the second and third posts will be substantial feedback to classmates' original posts. Please keep in mind that posting three posts does not qualify your posts for exemplary work as a graduate student. See the rubric below for the discussion participation grading criteria.

Final Test: This is a comprehensive test of the required readings.

Research Paper: Students will write a research paper directly related to one aspect of the course. The research paper will be between 3,000 - 4,000 words, utilize a minimum of 15 references and adhere to standard APA (7th ed.) format. The research paper should basically constitute a literature review of an aspect of the course that caught your fancy. Students will use double-spaced type (Times New Roman 12-point font). The format will include 1-inch margins on the top, bottom, and sides, and fully comply with APA (7th ed.) guidelines.

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Assignments submitted after the due date are dropped one full letter grade if one day late, two full letter grades if two days late, etc., unless prior approval is granted. Use your syllabus as an action plan to complete all work in a timely manner. There are no extra credit assignments in this course.

Grading Scale:

90-100 A

80-89 B

70-79 C

60-69 D

59 and below F

COURSE REQUIREMENTS

Minimal Technical Skills Needed

This is a fully online course. Assignments will be delivered via a Learning/Course Management System. 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 10% 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 (2 at 100 points each and 2 at 200 points each = 800 points total): Each discussion thread topic will require a "post" and two "replies" to fellow classmate's posts.

Weekly Reflection (2 at 100 points each = 200 points total): Each student is to post a journal entry for each module's reading assignment.

Cumulative Project (1000 points): The major project for the class is an individual project report that will be a synthesis and application of the book content as it applies OD practices. More details can be found in the course shell.

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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

The syllabus/schedule are subject to change.

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](#) webpage and [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>

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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](http://www.tamuc.edu/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.

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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.



<http://telusproduction.com/app/5108.html>

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

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