



OLT 560: WORKPLACE LEARNING

COURSE SYLLABUS: Fall 2026
October 19 – December 11, 2026

Instructor: Kathryn Achen, PhD; Professor
Department: Department of Higher Education and Learning Technologies
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Preferred Form of Communication: Email
Communication Response Time: Email replies will be within 48 hours.

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: 9781576754962
Optional text: American Psychological Association. (2019). *Publishing manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Course Description: This course provides talent development professionals with knowledge and skills for identifying and combining organizational learning, development, and performance improvement solutions. Topics also cover how to evaluate a good balance or mix of various learning and performance solutions.

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.

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- ✓ 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 East Texas A&M University 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 participate in student introduction where you will introduce yourself to the class and follow the prompts provided in D2L. 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

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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.

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%
Course Outlook Assignment	10%
Discussion Assignment	40%
Needs Assessment	15%
Research Paper	20%
Reaction Paper	<u>10%</u>
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 East Texas A&M University 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>

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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@etamu.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 ETAMU 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 preferred method of communication is email; thus, use email to message as well as schedule e-conferencing.

The assessment feedback time is within one week of the assignment due date. Any delays in this time (e.g., due to travel) will be communicated.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Submitted assignments should not have been submitted for any previous courses.

Students are expected to submit all assignments no later than their due dates/times. Any assignment submitted past the due date/time (i.e., by the end of the day, ETAMU time, of the respective due date) will receive a zero without exception unless an extension is approved by the instructor in advance of the due date/time (note: a request for an extension in advance of the due date/time does not mean an extension is approved; *explicit approval before the due date/time is required to avoid a zero*). Exigencies will be handled on a case-by-case basis.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for
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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: <https://www.britannica.com/topic/netiquette>

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage and procedure https://coursecatalog.tamuc.edu/undergrad/academic-procedures/#class_attendance_rule

Academic Integrity

Students at East Texas A&M University 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:

<https://www.etamu.edu/college-of-business/integrity-policy/>

Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence (AI), ChatBots, or other software that has the capacity to generate text, or

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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@etamu.edu

Website: <https://www.etamu.edu/student-disability-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 based on race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination based on sexual orientation, gender identity, or gender expression will be maintained.

Civility Statement

East Texas A&M University enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one-on-one communication, fostering a healthy environment of conflict

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resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

Counseling Center

The Counseling Center at East Texas State 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 <https://www.etamu.edu/counseling-center/>

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 East Texas State University 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.

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/34safet yofemployeesandstudents/34.06.02.r1.pdf>

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.

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.



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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.

No late assignments will be accepted. All Modules are available at the start of the term.

Module (M)	Reading and/or Watch	Activity	Due Date
M0	Student Introductions Assignment Course Outlook	Student Introductions Assignment Course Outlook	Week of October 19 th
M1	• Textbook Chapters 1 & 2 • Video Clips • PowerPoint Slides • Articles	• Initial Discussion Post • Response Posts	Week of October 26 th
M2	• Textbook Chapters 7, 8, & 9 • Video Clips • PowerPoint Slides • Articles	• Initial Discussion Post • Response Posts	Week of November 2 nd
M3	• Textbook Chapters 10 & 12 • Video Clips • PowerPoint Slides • Articles	• Initial Discussion Post • Response Posts Needs Assessment (Due November 16th)	Week of November 9 th
M4 (2 Weeks)	• Textbook Chapters 13 & 15 • Video Clips • PowerPoint Slides • Articles	• Initial Discussion Post • Response Posts	Weeks of November 16 th and November 23 rd
M5	• Textbook Chapters 16, 17, & 18 • Video Clips • PowerPoint Slides • Articles	• Final Research Paper Assignment (Due December 7th)	Week of November 30
M6	• Textbook Chapters 19 & 20	• Reaction Paper	Week of December 7 th

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

***All assignments (not including discussion board posts) are to be submitted by the due date listed by the assignment).**

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	M0	M1	M2	M3	M4	M5	M6	Total Points	%
Student Introduction and Course Outlook Assignment	5							5	15
Module Discussion		100	100	100	100			400	40
Needs Assessment				100				100	15
Research Paper					100			100	20
Reaction Paper							100	100	10
Total:								705	100

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