Stephen F. Austin State University
H USC 5302- Employee Development Issues in Human Sciences
Fall 2020

Instructor: Dr. Brittany Fish
Email: baf041@shsu.edu
Office Hours: M 9-10 AM

Course Time: Online
Prerequisites: Grad Admit Status
Credit Hours: 3

I. Course Description
Current research and issues in human resources as it relates to Human Sciences Fields, to include employee development and labor issues.

II. Course Justification
Students will receive extensive course content information via online content modules equivalent to 280 minutes per week for 8 weeks. For every hour a student spends engaged with course content, the student should expect to spend a minimum of two hours completing associated activities and assessments. Primary source readings are woven into the content to support key concepts or provide additional perspective to the content. Students are required to complete course assignments that may include quizzes, discussions, exams, and written assignments. As a graduate level course, it is expected that the student critically analyze, question and argue perspectives supported and grounded in current research.

III. Intended Learning Outcomes, Goals and Objectives
The mission of the School of Human Sciences is to prepare high quality professionals to seek and apply knowledge in Human Sciences for the benefit of individuals, families, and communities in a global environment.

The conceptual framework and the vision, mission, and goals of the James I Perkins College of Education describe a shared vision linked to the university’s vision and values, and describes how those values translate into knowledge, skills and dispositions in the College of Education. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions.

This course supports the vision, mission, and core values of the James I Perkins College of Education at Stephen F Austin State University. We value and are committed to:

- Academic excellence through critical, reflective, and creative thinking.
- Lifelong learning; collaborative and shared decision making.
- Awareness to new ideas, culturally diverse people and innovation and change.
• Integrity, responsibility, diligence and ethical behavior and Services that enrich the community.

a. Program Learning Outcomes
This course supports The School of Human Sciences through the program learning outcomes listed below:

• The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openess, integrity and service) relative to the field of Human Science.
• The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
• The student will demonstrate competence in his/her specific discipline using oral and written forms.

b. Student Learning Outcomes
Upon successful completion of this course, the student will be able to:

• Investigate the role of strategic human resources management as it relates to Human Sciences fields.
• Analyze legislation, regulations, and significant court decisions with careful attention given to Uniform Guidelines, Adverse Impact and Affirmative Action.
• Identify ethical, regulatory, environmental, social, political, and technological issues related to staffing.
• Identify and analyze the importance of performance appraisal, compensation, and benefits programs.
• Explore the global dimension of human resource management.
• Investigate human resources health and safety factors in relation to profitability.
• Understand the employee and labor relationship in terms of job analysis, human resource planning, recruitment, training & development.

IV. Course Readings and Instructional Strategies

a. Required Textbook
There are no required textbooks for this course. Any required readings will be provided to the student from the instructor.

b. D2L
This course is entirely online and will be coordinated through Brightspace by D2L. It is imperative that you check Brightspace by D2L multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in Brightspace by D2L and any discrepancies in points must be resolved within one week after the assignment grades have been posted. Otherwise, the posted grade points are considered final and will not be reviewed at a later date.
If you ever experience technical difficulties, please use the contact information listed here: Brightspace by D2L technical support (936) 468-1919; General computer support (936) 468-4357. Please note the Brightspace by D2L technical support is not available on weekends.

c. **LiveText**
This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call 936-468-7050 or e-mail LiveText@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

V. **Course Assignments, Evaluation, and Assessments**
Correct use of spelling and grammar, along with the display of professional writing skills are necessary for all course assignments, discussion boards, and emails. Errors in spelling and/or grammar will result in a loss of points. Turnitin will be used by the Instructor to monitor writing originality and plagiarism.

All assignments **must** be submitted through the online course in a Microsoft Word format. Additionally, all assignments, quizzes, and exams will have an 11:30 PM deadline on the specified date. You will not have access to complete an assignment, quiz, or exam after that time.

If you have a question regarding an assignment, please email the instructor in a timely fashion. It is your responsibility to make sure that questions arrive in a timely manner. Any emails sent **after 12:00 PM on Friday** may not be answered until the following Monday.

a. **Discussions**
Throughout the course the student will engage in eight online discussions to critically evaluate and analyze learned material. Each student will post one response to each discussion, in addition to commenting on a minimum of two other classmates’ posts. If a student fails to engage in the discussion by commenting on classmates’ responses, the student will not earn full credit for the discussion.

b. **Written Final Exam**
There will be a cumulative written final exam that will cover the material in the modules at the end of the semester. The exam is to be taken during the assigned time frame. There are no make-up exams. Therefore, if a student misses the exam, the student will accept a 0 for the exam.
c. **Written Analyses**
There will be two written analyses throughout the semester that will require you to critically analyze course readings in application to your experiences. They are designed to gauge your progress toward mastering the material in connecting it to real world issues.

d. **Professional Infographic**
The student will construct a professional infographic poster to highlight their values and commitment to supporting a diverse & global work environment, which is a component of strategic human resource management.

e. **Culminating Human Resource Management Project**
The student will create a scholarly digital poster that focuses on human resource management in their field. The poster will be academic in nature requiring peer-reviewed resources. The poster will encompass a literature review, methodology of article research, analysis of findings, and suggestions for implications in the field based on course content.

f. **Evaluation & Assessments**
The course is graded on a letter grade bases (A-F). A final grade will be determined by the percentage of total grades. All assignments will be graded on a 100-point scale, but will be weighted according to the percentages below:

A = 89.5% - 100%
B = 79.5% - 89.4%
C = 69.5% - 79.4%
D = 59.5% - 69.4%
F = 0 - 69.4%

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignment Name</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Discussion Posts</td>
<td>Discussion Posts (8 total)</td>
<td>10%</td>
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<tr>
<td>Written Analyses</td>
<td>Employment Reflection</td>
<td></td>
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<tr>
<td></td>
<td>Culture Implications</td>
<td></td>
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<tr>
<td></td>
<td>Analyses TOTAL</td>
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<tr>
<td>Culminating Project</td>
<td>HRM Academic Poster</td>
<td>30%</td>
</tr>
<tr>
<td>Professional Documents</td>
<td>Professional Infographic</td>
<td>10%</td>
</tr>
<tr>
<td>Exam</td>
<td>Written Final</td>
<td>30%</td>
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An ‘A’ student is one who displays the following demeanors:

- Consistently goes above and beyond what is required in the experience;
- Displays initiative by looking up information before asking questions;
- Contributes meaningfully to the class by acting enthusiastically while remaining open to criticism;
- Understands that there is always more to learn;
• Exhibits flexibility, maturity, common sense, and is proactive by taking care of problems or issues without being requested to do so.

Every student should not expect an ‘A’. It is the student who displays the above characteristics, as well as sound technical ability and theoretical knowledge, who receives the ‘excellent’ grade.

A grade of ‘B’ should not be perceived as failure. A grade of ‘B’ means you have done “good” or “above average” work. A grade of ‘C’ means “average”. Be extremely careful of the number of ‘C’ grades you earn, as graduate students are expected to perform at above average levels.

This syllabus presents a “best” plan for this course; however, plans can change when circumstances necessitate change. Any changes to this syllabus will be announced to the class in a timely manner. Further explanation of assignments, grades, course progress will be discussed during office hours on an individual basis.

VI. Extra Credit Policy
There is no extra credit in this course. It is expected that graduate students complete the regular credit provided to them in the course at the expected performance levels.

VII. Deadlines Policy
In this course you are part of an active community of learners, and as such, meeting the due dates and deadlines is extremely important. You are expected to keep an eye on the Course Timeline and to complete work on time. You cannot wait until the end of the to complete assignments; you must complete them as the semester progresses.

All assignments are due on the dates indicated on the Course Timeline and will not be accepted late (think of failing to complete an activity as missing an entire week of class.) Improperly submitted assignments, or assignments that are emailed without prior instruction to do so, will fall under the category of late.

Your instructor will reserve the right to raise or lower a grade by as much as 5% in response to conspicuously high or low levels of participation in the module. If, due to unforeseen circumstances, you feel you need a brief extension on any due date, please contact your instructor two (2) business days ahead of time to discuss alternate arrangements.

VIII. Make-up Policy
This online course allows flexibility in completing assignments by the required due dates. Therefore, make-up work is not allowed without a university-approved, documented excuse. It is expected that the student will complete an absence notification form through the Office of Community Standards, as well as provide appropriate documentation to the Instructor within seven (7) days of the missed assignment. NOTE: Alerts from the Office of Community Standards alone do not fulfill the requirements. Documentation must be provided.

IX. Class Rules
Following these rules will help maximize the course experience for you and your classmates and are nonnegotiable.
  • Although this is an online course, it is your responsibility to engage with the class through timely discussions and manage course requirements.
Participation is extremely important to your success in this course.

- Read the assigned material and submit all required work on the day it is due.
- **No late work is accepted.**
- Treat everyone in the class with respect and courtesy.
- All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.

**X. General Student Policies**

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

**a. Class Attendance and Excused Absence (Policy 6.7):** Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments is expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12-day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

**b. Student Academic Dishonesty (Policy 4.1):** Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

- **Definition of Academic Dishonesty:** Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Penalties for academic dishonesty may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure
of the course, or expulsion from the university. Any student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

c. **Withheld Grades Semester Grades Policy (Policy 5.5)**  
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

d. **Academic Accommodation for Students with Disabilities (Policy 6.1 & 6.6)**  
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

e. **Student Code of Conduct (Policy 10.4)**  
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at http://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

f. **Course Evaluations**  
Near the conclusion of the semester, you will have the opportunity to evaluate the course. Evaluation data is used for a variety of important purposes including: 1.) Course and program improvement, planning, and accreditation; 2.) Instruction evaluation purposes; and 3.) Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!
## Fall 2020 Tentative Class Calendar

<table>
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<tr>
<th>Weeks</th>
<th>Modules &amp; Assignments</th>
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| **October 15 – October 25**   | Quick Links & Getting Started Modules  
• Introduction discussion  
• HUSC 502 Agreement  
Module 1: Strategic HRM Overview  
• Module 1 discussion  
• Begin Human Resources Researched Academic Poster |
| **October 26 – November 1**   | Module 2: Ethics, Diversity & Global Human Resources  
• Module 2 discussion  
• Professional Mission & Values Infographic |
| **November 2 – November 8**   | Module 3: Recruiting, Interviewing, & Hiring  
• Module 3 discussion  
• Written Analysis: Employment Reflection  
Module 4: Compensation & Benefits  
• Module 4 discussion |
| **November 9 – November 15**  | Module 5: Performance Management  
• Module 5 discussion  
Module 6: Internal Employee Relations  
• Written Analysis: Culture Implications for Employee Relations |
| **November 16 – November 22** | Module 7: Workplace Safety  
• Module 7 discussion |
| **November 23 – November 27** | **Thanksgiving Break**                                                               |
| **November 30 – December 6**  | Module 8: Labor Unions & Collective Bargaining  
• Module 8 discussion  
• Human Resources Researched Academic Poster due |
| **December 7 – December 9**   | **Written Final Exam**                                                              |