The University of Texas at Tyler
College of Business and Technology
Department of Human Resource Development and Technology

Syllabus

Course: HRD 5331
Title: Workforce Development
Section: 050
Semester: Fall 2010
Class Time: Online

Instructor: Michael H. Turpin, Ph.D.
Office: Kilgore College, Admin 209
Office Hours: 7:45-4:00, Mon. thru Fri.
Other Availability: Contact Professor
Phone #: 903-983-8207
Email: mturpin@uttyler.edu
Preferred Contact: By Email

Course Content:
Evaluation of the workforce of the nation and the development of research techniques for identifying, assessing, and evaluating the needs of industry and education for a quality work force.

Course Learning Objectives:
Upon successful completion of the course, students will be able to:
1. Articulate their general understanding of workforce education in public school as well as a specific topic of interest in this setting.
2. Articulate their general understanding of workforce education in higher education as well as a specific topic of interest in this setting
3. Articulate their general understanding of workforce development in business/industry as well as a specific topic of interest in this setting
4. Analyze their own workforce education/development and create a professional development plan for their own growth as an HRD practitioner (or as a practitioner in another appropriate field)

Grading Policy and Criteria to Determine Final Course Grade:

Discussion Board Assignments

Asynchronous discussion is required for each of the five modules in this course. Students are expected to check the discussion board several times each week and to participate in class discussion by posting responses to prompts and by posting responses to other students’ posts. In addition to responding to each prompt, students are expected to respond to at least two other students’ posts. While discussion is not graded per se, failure to participate in meaningful discussion will result in points being deducted from the final average. Students will not receive credit for posts made after the end date for each module discussion. The instructor will notify students individually if their discussion is not adequate for a graduate-level course.

- The Discussion Board is located in the Communications area.
- Each participant is responsible for participating in the asynchronous discussions of each module. In some cases, there may be more than one discussion board forum per module. Active participation is required and will include posting answers to questions posed by the instructor and replying to other participants’ postings. Responses must demonstrate thought and insight of the assigned topic.
- Discussion postings should be made in a timely manner. Posting only on the due date does not allow for your peers to “discuss” your thoughts. Deadlines are listed in the Course Schedule.
Please note that all discussion postings must be completed by Midnight Central Standard Time on the due date.

Quality of answers is as important as quantity. A participant’s comments should add to the discussion. Comments should be supported with references to authors and publications when appropriate.

When posting to the discussion area, please type in your comments directly into the discussion forum. Don’t type your comments into a document and then attach it to the discussion, unless specifically advised to do so. This method is difficult for some students to access.

Please be courteous. Don't flame (i.e., post insults, invective, or other personally disrespectful comments) or post flamebait (i.e., deliberately provocative or manipulative material intended or likely to elicit flames).

Please be careful in the use of sarcasm and irony. Online communication lacks the subtle nonverbal cues that help us interpret such rhetorical flourishes in face-to-face settings, so that it is easy to miss the point or misunderstand. More importantly, it is easy to give or take offense where none is intended. Accordingly, give people the benefit of the doubt, and if you are misunderstood, don’t get defensive. You might also consider using such rhetorical devices somewhat less in this medium than you would in ordinary conversation, since they are generally less effective here.

Please don't post excessively or monopolize the conversation. Remember that multiple “shoot-from-the-hip” posts are much less effective than fewer carefully-thought-out ones, and that some patience in responding will encourage more contributors with a wider variety of ideas and perspectives to participate.

Please be tolerant of those who are still learning how to use the Web and this forum (e.g., people who accidentally send multiple copies of the same message, PEOPLE WHO FORGET AND LEAVE THEIR CAPS LOCK KEY ON WHEN TYPING).

(Some Guidelines Adapted from online discussion guidelines). For additional tips and hints on using a Discussion Forum visit Netiquette.

Written Assignments

Four papers are required during the semester. The first three papers focus on each of the major settings in which workforce education/development is conducted. The fourth paper focuses on the professional development needs of the individual student. Each paper will be graded on a 100-point scale. The final grade is the average of the four individual grades. Papers will be graded based on quality of writing, content, sources, and format. See individual module assignments for specific guidelines for each paper.

No "extra credit" assignments are available for this course.

Written assignments may be submitted anytime before the due date; however, when an assignment is submitted late, a letter grade will be deducted.

While the instructor does not deduct points for each grammatical error per se, grade deductions will be made when grammar/punctuation errors detract from the overall presentation of the assignment.

Important: Please note that your instructor expects students to cite applicable material from your written and interview sources within the body of your writing assignments. Students should have a reference list at the end of each writing assignment. Students should use APA format for citations within the body of the response as well as the reference list at the end. Failure to appropriately cite the words and ideas of others is considered plagiarism. For more information, see University Policies.

All written assignments and projects are to be completed in Microsoft Word (.doc/.docx) or as Rich Text Format (.rtf), and submitted in a timely manner. Deadlines are listed in the Course Schedule.

All written assignments must be submitted by Midnight Central Standard Time on the due date.
All written assignments should be submitted via email to mturpin@uttyler.edu. If your Web connection is down for some reason, assignments may be faxed to (903) 565-5650. Please note that if your assignment is faxed, turnaround time for grading may be slightly longer.

SMARTHINKING is a resource from UT TeleCampus that may be of help in improving written assignments, and may be accessed in the Tools area. You may submit your paper for review by SMARTHINKING, but be aware of their turnaround time. Ensure you submit it early enough for them to return it to you so that you may submit it by the due date.

Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that you use in your work.

Late assignments will receive point reductions. A letter grade will be deducted for assignments submitted after midnight on the due date. Assignments over three days past due will not be accepted.

**Date of Final Exam:**
12/13/2010

**Date to Withdraw without Penalty:**
10/29/2010

**Calendar/Schedule:**

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<tr>
<th>Module</th>
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<th>Topic</th>
<th>Discussion Dates</th>
<th>Written Assignment &amp; Abstract Due Date</th>
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<tr>
<td>1</td>
<td>Aug. 25-Sept. 5</td>
<td>Introduction</td>
<td>Aug. 25-Sept. 5</td>
<td>NA</td>
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<td>2</td>
<td>Sept. 6-Oct. 3</td>
<td>Public School</td>
<td>Sept. 6-Sept. 26</td>
<td>October 3</td>
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<td>3</td>
<td>Oct. 4-Oct. 31</td>
<td>Higher Education</td>
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<td>4</td>
<td>Nov. 1-Nov. 28</td>
<td>Business/Industry</td>
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<td>5</td>
<td>Nov. 29-Dec. 12</td>
<td>Personal Development</td>
<td>Nov. 29-Dec. 11</td>
<td>December 13</td>
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**Attendance and Make-Up Policy:**
Students are expected to adhere to all discussion and assignment dates. A letter grade will be deducted for assignments submitted after midnight on the due date. Assignments over three days past due will not be accepted.

**Required Textbooks, Materials, and Supplies:**
No textbook is required for this course. Students will use research articles from professional journals, articles not research-based, and online resources.

**Required Activities Scheduled Outside of Regularly-Scheduled Class time (fees, tickets, procedures and/or forms required):**
None

**Department Website:** www.uttyler.edu/hrdt

**Students Rights and Responsibilities**
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

**Grade Replacement/Forgiveness**
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

**State-Mandated Course Drop Policy**
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

**Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.