TECH 4320 – Job Analysis

College of Business and Technology
Department of Human Resource Development and Technology
The University of Texas at Tyler
Course Syllabus — Summer 2014

Instructor: Afton Smith Barber, Ph.D.
Office: HPR 226
Telephone: 903.566.7310
E-mail: abarber@uttyler.edu

Office Hours:
By appointment only. I will not have formal office hours since this is an online course. Please feel free to contact me by phone or e-mail to set up an appointment.

Course Description
This course provides a systematic procedure for identifying and analyzing tasks related to specific jobs. Course includes topics such as, what is job analysis? (JA); methods of collecting data; uses of JA; how to conduct a JA; legal aspects of JA; future trends of JA.

Textbook

Learning Objectives
Upon completion of this course, students should be able to…
1. explain the background and progression of job analysis techniques as demonstrated by scoring above 70% on quiz 4.
2. collect information about jobs and develop an organized job analysis report as demonstrated in the completed job analysis and by scoring above 70% on quiz #1.
3. effectively utilize the Dictionary of Occupational Titles and O*NET to gain occupational information as demonstrated in the completed job analysis.
4. analyze jobs within an organization for the purpose of developing training or recommending other performance interventions. (ASTD Competency, 1998 & NAIT Standard 6.3.11) This will be demonstrated by scoring 75% or better on the Job Analysis Project.
5. Explain the various uses of job analysis as demonstrated by scoring above 70% on quiz #3.
6. Articulate the role of a job analysis in the improvement of organizational performance by contributing to class discussion.

Course Competencies
1. Computer-Based Skills – the student will complete all written assignments in a word processing package that may include graphs, charts, spreadsheets, database manipulation. Internet search skills will be required to access the O*NET, DOT online and Occupational Outlook Handbook.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the project and class discussions.
3. Interpersonal Skills – the student will work with other students to identify problem statements for the data collection phase of the research project.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking, quantitative/statistical skills, gathering and analyzing data, and creativity and innovation in the identification and completion of the research project.
5. Ethical Issues in Decision Making and Behavior – the student will understand and exhibit ethics through the data collection and presentation portions of project.
6. Personal Accountability for Achievement – the student will complete all assignments at the time designated by the instructor; no later work is excepted for any reason.
8. Competence in major field and grounding in other major technology major core areas – the student will complete the project as part of the requirements of the major.

Course Requirements and Students Evaluation
Students will be evaluated based on the quantity, quality, and timeliness of the following efforts.

1. Class participation – syllabus quiz, discussion board postings, etc.
2. Quizzes
3. Job Analysis Project

The total possible points for Tech 4320 are listed below:
Job Analysis Project 50%
Four quizzes 40% (10% each)
Class Participation 10%
Total 100%

Grade Scale Breakdown
A=90 – 100%
B=80 – 89.9%
C=70 – 79.9%
D=60 – 69.9%
F=BELOW 60%

PLEASE NOTE: All assignments will be screened through “Safe Assignment”. This software compares the student’s submission to those from previous semesters. There is no late work and no make-up assignments.

Assignments

A. Text Readings:
Students are expected to read text material and modules prior to the class session for that chapter/topic in order to be able to actively participate in the online discussions. The instructor encourages active involvement participation from each student. Students should be mindful of both too few oral contributions as well as the domination of the online discussion. Be respectful of your peers. Discussion and written assignments are created with the assumption that required reading assignments have been completed prior to completion of the discussion and written assignments.

B. Quizzes:
Four quizzes will be given in class throughout the semester. They will be available for 3 days, generally opening at 8:00 am and closing at 10:00 pm on the final day. Students will only have a fixed amount of time to complete the quiz once you start it (usually one hour). Once the clock starts, it does not stop, even if you log out, or your computer locks up. Technical issues may occur and must be addressed immediately. Always use a reliable computer (not cellular phone). Do not wait until the last minute to start the quiz. Contact the instructor immediately by e-mail with any issues. Technical issues are up to the instructor’s digression. No make-up quizzes are given.
C. Syllabus Quiz:
The syllabus quiz is required for all students; failure to take it will result in a loss of points (3%) in class participation.

D. Job Analysis Project:
The Job Analysis project is the major component of this class. Each student will analyze a job of your choosing. We will work through this process as the course proceeds. This will include handing in components at times during the class for feedback and revision. The instructor will provide you with a template for the project. Please use the template to ensure the most current information is used. Points will be deducted if you use a different template without prior permission.

E. Discussion Board Assignments:
The discussion board is located under the discussion board tabs. Each student is responsible for participating in the asynchronous discussions. This participation will include posting answers to questions posed by the instructor and replying to other participants posting by the stated due date. At least one posting per discussion question is required. All discussion postings must be completed by midnight central standard time on the due date. Quality of answers is as important as quantity. A student’s comments should add to the discussion. Comments should be supported, as required, with references cited appropriately. When posting to the discussion area, please type your comments directly into the discussion. Do NOT type your comments into a document and then attach it to the discussion.

Course Policies

Written Assignments
All written assignments are to be completed in Microsoft Word or as Rich Text Format, and submitted in a timely manner. Deadlines are listed in the course outline. Please note that all written assignments must be submitted by midnight central standard time on the due date. All written assignments should be submitted through Blackboard in the appropriate link. If your web connection is down for some reason, assignments may be faxed to 903.565.7372 by the deadline. Please note that if the assignment is faxed, it must be submitted to the assignment link in Blackboard no later than 24 hours after the due date. Failure to upload will result in a zero for the assignment. Faxing only ensures that it is not counted late. In addition, students must notify the instructor through e-mail about faxing the assignment. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that are used in your work. More details are provided in the Academic Dishonesty section of this document.

Make-up Policy
There are NO make-up quizzes or exams; NO late assignments accepted. All due dates are posted in the syllabus; therefore, there will be NO late work. All assignments are due on the date posted in the syllabus unless changed by the instructor prior to the due date.

Use of Blackboard
Please use your UTT email ID and password access the blackboard. All class notes will be posted on Blackboard for students to review. It is the students’ responsibility to regularly check the Blackboard for assignments. Due to the nature of this course, students should check Blackboard every day for announcements and discussion posts. It is the students responsibility to read all correspondence and keep up with the due dates and deliverables for this course. The key to successful completion of this course, or any online course, is organization. This course is not a self-paced course and requires constant use of Blackboard. Please keep up with all communications and deadlines, as deadlines exist because the course is offered within the UT Tyler course schedule and so that students can complete the course successfully in a timely manner.
University Policies

Academic Dishonesty Statement
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

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://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The census date, June 2, the deadline for many forms and enrollment actions that students need to be aware of this semester. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

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 census date (See Academic Calendar for the specific date).

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

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**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. Failure to communicate the event or activity prior to the due date of any assignment will result in a zero; no make-up will be given due to lack of communication or preparation on the student’s part.

**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.
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**Note:** The instructor reserves the right to amend the syllabus including revising assignments, tentative schedule and evaluation as necessary.