

# HRD 4320 Job Analysis and Design

## Spring 2022 Syllabus

### Welcome

Welcome to the UT Tyler and to HRD 4320, Job Analysis and Design. I am your instructor, Paul Roberts; and I look forward to meeting with you in our virtual classroom. This course is designed to provide you with opportunities to learn how to better equip tomorrow's work force through the application of Job Analysis techniques.

I have developed this course in a modular format to assist you in organizing your time and efforts. Each module will describe a particular aspect of work force education and will provide resources for further investigation. Each module will specify reading, writing, and discussion requirements. Read through each section carefully. If you have any questions, make a note of them and we will address them in our Discussions area. Please refer back to the information contained in this syllabus anytime you have a question regarding the basic course information.

### Introduction

Is this your first time taking a Web-based online course? If so, you will find it dramatically different from your previous classes. There is no face-to-face contact with your instructor and fellow participants. You may feel that you are working alone. You may feel confused and anxious because you can't ask questions and receive immediate feedback. Relax! You are not alone, and any anxiety you feel will go away as you become familiar with this environment. You may even begin to prefer this environment because of the flexibility that it affords you in managing both your time and the learning materials.

I want to stress to both the experienced and inexperienced online course participants that the key to successful completion of this online course, or any online course, is organization. This syllabus outlines in detail my expectations of you as a participant, including required textbook, grading policies, assignments, projects, and a schedule of readings and assignment/project due dates. This course is NOT a self-paced course. Deadlines exist because the course is offered within the UT Tyler course schedule and so that you can complete the course successfully in a timely manner.

As mentioned in the Welcome section, the course has been designed in modules to assist you in organizing your efforts. There are ten instructional modules. Each instructional module requires that you read an assigned text, respond to discussion questions, prepare assignments, and perform other tasks such as supplemental readings and/or review of web sites in the subject area.

### Instructor

Instructor: Paul B. Roberts, Ed.D.

Office: COB 315.19

Phone: 903-566-7334

Email: [proberts@uttyler.edu](mailto:proberts@uttyler.edu)

### Office Hours

I will not formally post office hours since this is an online course, I will schedule Virtual "office hours" in a web conference application such as Zoom over the semester in case you have questions that are better handled in a virtual face-to-face environment.

## Course Description

HRD 4320: Job Analysis and Design

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

## Course Objectives

At the end of this course, participants will 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 O\*NET to gain occupational information as demonstrated in the completed job analysis.
- 4) Students will be able to analyze jobs within an organization for the purpose of developing training or recommending other performance interventions. (ASTD Competency, 1998) 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 the Job Analysis project in a word processing package that may include graphs, charts, spreadsheets, database manipulation. Internet search skills will be required to access the O\*NET 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.
3. Interpersonal Skills – the student will work in a group 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 this project.
6. Personal Accountability for Achievement – the student will complete the project at the time designated by the instructor.
7. Competence in Technology Principles
8. Competence in major field and grounding in other major core areas – the student will complete the project as part of the requirements of the major
9. Exposure to and appreciation for industrial experiences such as industrial tours, work-study options and cooperative education, senior seminars – Students will conduct interviews and observation in order to gather data for the project.

## Course Outline

### **Module 1 – Introduction.**

Objective: Introduction of instructor and participants, course materials; identification of participant needs.

### **Module 2 – What is Job Analysis?**

Objective: Participants gain a basic understanding what a job analysis is and why we conduct a job analysis.

### **Module 3 – Methods of Collecting Data.**

Objective: Participants will learn and apply the data collection methods commonly applied to job analysis.

### **Module 4 – Methods of Conducting a Job Analysis.**

Objective: The forms and methods of conducting a job analysis will be presented.

### **Module 5 – Job Safety Analysis / Total Job Analysis.**

Objective: Participants will gain an understanding of the concepts of and how to conduct a job safety analysis and a total job analysis

### **Module 6 – Methods of Job Analysis.**

Objective: Participants will study various methods of job analysis in order to gain a greater understanding of job analysis.

### **Module 7 – Applications of Job Analysis.**

Objective: Students will study the uses of job analysis and how to apply it to gain improved performance in the workplace.

### **Module 8 – Legal issues of Job Analysis.**

Objective: Participants will gain an understanding of the legal aspects of job analysis.

### **Module 9 – The Future of Job Analysis.**

Objective: Participant understanding of issues facing the application of job analysis in the future.

## Grades and Grading

The work you will perform for this course is weighted as follows:

*50 % Job Analysis Project*

*10 % Discussion board postings*

*40 % Quizzes (4 quizzes @ 10 pts ea.)*

There will be a 10% per class period penalty for all late work. Grades will be based upon the following

scale:

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F < - 59

## Assignments

Please note that all assignments must be submitted by midnight central standard time on the due date.

### Job Analysis Project

The Job Analysis project is the major component of this class. Each of you 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. I will provide you with a template for the project. Please use my template to ensure that you are using the most current information. Points will be deducted if you use a different template without prior permission.

### Quizzes

There will be four quizzes in this class. They will be available starting at 8:00 AM on the first scheduled day until 10:00 PM on the final scheduled day.

### Reading Assignments

- Each participant is responsible for completing the reading assignments in a timely manner. Deadlines are listed in the Course Calendar.
- Discussion and written assignments are created with the assumption that required reading assignments have been completed prior to completion of discussion and written assignments.

### Discussion Board Assignments

- The Discussion Board is located in the Communications area.
- Each participant 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' postings. At least one posting per discussion question is required.
- Discussion postings should be made in a timely manner. Deadlines are listed in the course outline.
- 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, as required, with references cited appropriately.
- The instructor and/or participants may use synchronous chats as the need arises.
- When posting to the discussion area, please type your comments directly into the discussion. Don't type your comments into a document and then attach it to the discussion. This method is difficult for some students to access.

## Academic Dishonesty Statement

Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. 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. For more information, go to:

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

Link to the [UT Tyler Honor code video](#)

## Communication

### Email

To communicate by email with other participants or all participants, click the inbox icon on the left. You can send emails to individuals or the entire class through this link.

You may also email me directly at: [proberts@uttyler.edu](mailto:proberts@uttyler.edu).

Questions or problems other than technical problems (see technical Requirements in this syllabus) may be submitted to the email address above. I will try my best to answer emails on the same day I receive them. Generally speaking, I check my email in box several times a day during the workweek, less frequently on the weekend, and rarely after 6 p.m. any day. If my schedule will make me unavailable to answer emails for a day or two, I will put an announcement out so that you can plan accordingly.

### Completion Time

You should expect to spend as much time on an online course as you do in a face-to-face course. As a rough guide, you should plan to spend six to ten hours per week on this course. The actual amount of time will vary from individual to individual. This estimate includes the time you spend in reading, discussions, and assignments.

You will have access to all course materials from the start of the course to the end. You may look and study ahead, or go back and review, at any time during the course. All assignments have set due dates. Due dates are as of midnight central standard time on that date.

### Textbook

The textbook required for this course:

Job and Work Analysis (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Edition)

By – Morgeson, Brannick, & Levine

### Course Evaluation

An end of semester evaluation specifically for this course will be made available for you to complete in the last week of instruction. This evaluation will be reported anonymously. Your comments and recommendations will be considered seriously

as the course is updated. Your input throughout the semester contributes to my commitment to continually improve the quality and relevance of this course.

### Other Information

By nature, I'm always experimenting with new technologies and techniques for presenting information. Your input and assistance will greatly help me make this a valuable experience, please feel free to give your input, realizing that I cannot and will not implement all recommendations.

## University Policies

### 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 /Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 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.

**Getting Started**

Please refer back to the information contained in this syllabus anytime you have a question regarding the basic course information. Please begin this course by going to the "Getting Started" section. Good luck and have a good semester.

## Course Calendar

Module	Dates	Due Dates for Each Assignment Type			
		Module Topics	Reading Assignment	Project/ Quizzes	Discussion Board Assignments
1	Jan 10 - 26	<b>Student Introductions</b>	Course Syllabus	<b>Syllabus Quiz</b> Jan 11 - 30	Student Introductions Jan 30
2	Jan 10 - 30	<b>What is Job Analysis?</b>	Textbook Pages xvii-9 Notes in Canvas		
3	Jan 18-Feb 7	<b>Methods of Collecting Data</b>	Textbook Pages 9-24; 117-129 Notes in Canvas	<b>Quiz #1</b> Jan 28 - Feb 1	
4	Jan 25-May 1	<b>Creating your Job Analysis Project</b>	Textbook - Chapter 9 Notes in Canvas	<b>Job Analysis Project</b> April 4	Feb 11
				<b>Quiz #2 – Mar 4 - 7</b>	
5	Feb 15-Mar 2	<b>Job Safety Analysis / Total Job Analysis</b>	Notes in Canvas		
6	Feb 22 – Apr 7	<b>Methods of Job Analysis</b>	Textbook Chapters 2-5 Notes in Canvas	<b>Quiz #3</b> Apr 1 - 5	



7	Mar 28–Apr 18	<b>Uses of Job Analysis</b>	Textbook Chapters 7-8 Notes in Canvas		Apr 18
8	Apr 7-24	<b>Legal issues of Job Analysis</b>	Textbook Chapter 6 Notes in Canvas		
9	Apr 12-30	<b>The Future of Job Analysis</b>	Textbook Chapter 10 Notes in Canvas	<b>Quiz #4</b> <b>April 22 - 26</b>	Apr 20

Note: Page numbers referenced on this calendar are from the 3<sup>rd</sup> Edition (White Cover) of our textbook, see the textbook comparison chart if you are using the first or second editions.

Other dates: Census date – January 24

Last day to withdraw – March 28