OLT 515: CULTURAL ISSUES IN ORGANIZATIONS
COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Tony Lee, Ph.D.
Online Office Hours: Mon – Fri, 10:00 a.m. – 12:00 p.m. or by appointment
Campus Office Hours: Tues, 9:30 a.m. – 4:00 p.m.
Campus Office Location: Halladay Student Services, #104B
University Email Address: Tony.Lee@tamuc.edu
Preferred Form of Communication: Email or Skype

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook or Reading Materials Required:


Optional:


Course Description

The capability to understand diverse cultures across the world and skills to address cultural differences are essential for successful intercultural workplace learning practices in the current globalized society. This course will investigate the impact of culture and globalization based on the international human resource development (HRD) perspectives. Cultural factors that influence international HRD will be examined to understand the nature of intercultural workplace learning. And then, the roles of international HRD professionals will be explored for developing intercultural workplace learning practices.

The syllabus and schedule are subject to change.
Student Learning Outcomes:

The engaged learner will be able to:

✓ Discuss the impact of globalization on intercultural workplace learning practices
✓ Compare and evaluate cultural models for describing cultural variations
✓ Discuss the issues encountered in intercultural workplace learning practices and ways to improve such practices
✓ Demonstrate an advanced understanding of the roles of international HRD professionals in addressing culturally diverse employees or trainees

COURSE REQUIREMENTS

Course Expectations and Participation:

✓ This is a fully online course. Active participation in this web-based course is expected. It is recommended that student login in to the course module weekly to stay on track with the assigned readings, discussion posts, assignments and projects.

✓ Student is expected to take an active learning approach in this course and engage in the course content to positively impact the learning experience for everyone. Student should also incorporate knowledge gained from the text, personal experiences, peers’ feedback, and other resources to formulate ideas on your responses.

✓ Complete all assignments, discussion posts and project by deadlines. Late submission, one week past the due date, will not be accepted. Student will incur a 10% score deduction for each late day. I do understand that sometimes there are circumstances outside one’s control that may impact timely submission of assignments, such as jury duty, hospitalization, or death of a family member. In these instances, a student is expected to notify the instructor as soon as possible, preferably before the assignment deadline.

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo. All instructor’s emails sent from D2L (including all other university official emails) will go to the myLeo email account, so student is encouraged to check their account regularly. Student is also encouraged to email their instructor using the myLeo email.

Instructional Methods

Virtual Meeting:

Student will schedule a virtual meeting (Skype, Zoom, YouSeeU-Virtual Classroom) with the instructor to discuss their academic progress in week 2 or 3.

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Discussion Posts:

Each discussion board will contain topics. Each topic will require a “post” and a minimum of two “replies” to fellow classmate’s posts.

**Initial Post:** Student provides thoughtful and thorough response to each topic for discussion. Student will need to complete an initial “post” to each discussion board at least four days before the module end date. Review “post” content for correct grammar and spelling.

**Replies:** Student provides constructive comments to a fellow classmate’s posts. Reply content must relate to discussion topic. Review “reply” content for correct grammar and spelling. It is suggested each reply consists of a minimum of four to five complete sentences.

Follow the “Course Calendar” due dates for each Discussion Board. It is important that student reads all the postings for each topic. This will ensure that student is not only responding to the topic questions, but also to his/her classmates’ comments.

Reaction Papers:

After each module assigned reading, student will write a minimum of 300 words reflection paper to summarize the keys take away from the chapters reading. In the reflection paper, student must address the following two components:

a. What are the keys take away (e.g., new information, highlights, issues, concerns and/or ideas) from the chapter readings?

b. How is this information relevant to the workforce? Can you apply the information to your current/future workplace?

The reflection papers need to be typed in APA format (6th/7th edition) with a cover page and reference page. Proofread the final work to make sure it is free of grammatical, punctuation and spelling errors. Student can learn more about the APA format from the Purdue OWL website: [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

Final Project:

The major project for the class is a project report and presentation that will be a synthesis and application of the book content as it applies to cultural issues in organizations. More details will be available in the course module.

Student will plan, design, and develop an intercultural training program to train expatriates for their next job assignment in a foreign country. Student may select a foreign country of their

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choice but it must be located outside North America. The final training program should include the following information:

- An overview or background of the national, industry or organizational profile
- Description of intercultural issues that create the needs for training interventions
- Description of the target audience
- Behavioral objectives of the training workshop
- Outline for the training workshop
- A step-by-step training assessment model
- Timeline for possible project implementation

Presentation:

Student will present the final project on the last week of the term through YouSeeU-Virtual Classroom software that is available in D2L portal. Student may prepare PowerPoint slide or document for the final presentation. Further instructions will be available in the module.

COURSE GRADES

Grading Policy: The course grade consists of

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Meeting (2 x 10 points)</td>
<td>20</td>
</tr>
<tr>
<td>Discussion Posts (4 x 20 points)</td>
<td>80</td>
</tr>
<tr>
<td>Reaction Papers (5 x 20 points)</td>
<td>100</td>
</tr>
<tr>
<td>Final Project</td>
<td>80</td>
</tr>
<tr>
<td>Presentation</td>
<td>20</td>
</tr>
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<td>----------------------------------</td>
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</tr>
<tr>
<td>Total:</td>
<td>300</td>
</tr>
</tbody>
</table>

Grading Scale:

A = 90 – 100%,  B = 80 – 89%,  C = 70 – 79%,  D = 60 – 69%,  F = 59% or Below

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will

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determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android™</td>
<td>Android 4.4+</td>
<td>Chrome</td>
<td>Latest</td>
</tr>
<tr>
<td>Apple</td>
<td>iOS®</td>
<td>Safari, Chrome</td>
<td>The current major version of iOS (the latest minor or point release of that major version) and the previous</td>
</tr>
</tbody>
</table>

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Device | Operating System | Browser | Supported Browser Version(s) |
---|---|---|---|
| | | | major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser. |
| Windows | Windows 10 | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR. |

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
- Pop-ups are allowed.
- JavaScript is enabled.
- Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/

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• At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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@tamuc.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 TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student 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, contact Brightspace Technical Support at 1-877-325-7778 or click Live Chat or click on the words “click here” to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

The instructor is available via email or telephone. Personal concerns involving a private issue, grades, student progress, etc. should be addressed privately to the instructor via private email or telephone. Instructor’s communication response time to emails will, in most instances, be within 24 - 48 hours during the work week.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy
Students are expected to “attend class” and actively participate in all course content, assignments, discussions and projects. The professor will monitor student participation/activity.

Late Work
Module assignments and/or projects must be submitted within established folders during the open and closing dates. Unless a student has a legitimate excuse, late work is not accepted. There are circumstances outside one’s control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor as soon as possible. Assignments and/or projects not submitted by the deadlines will receive a grade of zero.

Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance or as soon as the changes have been made.

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.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generallInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

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Academic Integrity
Students at Texas A&M University-Commerce 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:

Undergraduate Academic Dishonesty 13.99.99.R0.03  

Graduate Student Academic Dishonesty 13.99.99.R0.10  
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement
Students with Disabilities
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  
Texas A&M University-Commerce  
Gee Library- Room 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: studentdisabilityservices@tamuc.edu  
Website: Office of Student Disability Resources and Services  
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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

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the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce 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.

Web URL: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.