Self-Monitoring Skills Needed to be Successful

Many people can learn how to use computer technology, online databases, etc. However, experience has shown that some people are particularly well-suited to this type of work. Those who are successful enact the following characteristics as they interact with their computers, software, cloud-based systems, help desk personnel, etc. Being an expert at information technology is not an excuse for acting rudely or arrogantly toward people. Therefore, carefully monitor yourself to make sure that you are enacting these characteristics as you work through this lab course. Take notes of your own behavior throughout the course and then compare your behaviors to the 4 standards listed below.

1. **Patience**: not demanding answers immediately, but being willing to tolerate delays, problems, or glitches without expressing anger.

2. **Perseverance**: willingness to keep asking questions and being persistent in working through assignments despite delays or impediments.

3. **Flexibility**: willingness to change and try different ways of doing things when interacting with others.

4. **Kindness**: being friendly, generous in helping others and accepting help, and considerate of other people’s feelings.
1. Study the Assigned Chapters

Read and Study the Introduction Chapter and first 4 Chapters of the online textbook, *In Practice – Access 365/2019* – Easton, Nordell. You will have lifetime access to this textbook online as part of your SIMNet subscription.

To obtain or renew your SIMNet subscription click on this URL or paste it into your browser utep.simnetonline.com

After you have set up or renewed your account then you follow the instructions in the video below to register for this class: [http://video.mhhe.com/watch/3YNBRx7rG68CYKLSQ2FUoZ](http://video.mhhe.com/watch/3YNBRx7rG68CYKLSQ2FUoZ)

Make sure that you choose the correct CLASS NAME AND SECTION NAME:

CLASS NAME: **MGMT 3312B_Employee Compensation and Benefits Lab**

SECTION NAME: **Fall 2021_CRN 15828**

2. Interactive Learning Exercises SIMNet: Assignments and Instructions (40% of final grade)

Task

You will complete 4 online exams in SIMNet. The questions range from introductory to advanced. These exams will confirm the knowledge and skills that you will acquire that will help you to complete the exercises that are assigned for the last week of class.

Log in and follow the instructions that SIMNet provides.

Listed below are the assigned dates to start each chapter. You must complete them in sequence. However, just in case there are unforeseen problems, the formal due dates are **Dec 3, 2020**.
### Start Dates | Chapters and Exams
---|---
Aug 25 | Course Introduction
Sep 1 | Chapter 1 – Creating A Database and Tables Learning (lessons and projects)
Sep 8 | Chapter 1 – Creating A Database and Tables Exam
Sep 15 | Chapter 2 - Using Design View, Data Validation, and Relationships Learning
Sep 22 | Chapter 2 - Using Design View, Data Validation, and Relationships Exam
Sep 29 | Chapter 3 - Creating and Using queries Learning
Oct 6 | Chapter 3 - Creating and Using queries Exam
Oct 13 | Chapter 4 - creating and using forms and reports Learning
Oct 20 | Chapter 4 - creating and using forms and reports Exam

### 3. ADP MyLearning Assignments (40% of final grade)

These are applied real-world learning modules from one of the top providers of Human Capital Management services in the world. These will enable to learn how human resource information systems can be transformed into useful human capital management systems.

**Instructions.** Complete the following online learning assignments. These are all online or self-study courses. We will not use ADP learning modules until October. There is no additional cost for you to use ADP learning modules. I will batch process your ADP accesses after Sept 8th, which is the last day of class registration in Fall 2021.

Once you are logged in to your ADP account open the [https://learnadp.litmos.com/courses/library](https://learnadp.litmos.com/courses/library) (If you cannot access your myLearning@ADP system, please go to [https://learnadp.litmos.com](https://learnadp.litmos.com) and click the Forgot Password? link. The account username is your utep email address.) and scroll to find each of these learning modules.

The learning modules will require you to listen to audio instructions so make sure that your speakers, earphones, or headphones work.

As you work through the modules you may be asked to answer questions to verify that you have successfully comprehended the material presented. When you have finished, upload evidence of successful completion of each of these learning modules (e.g. a pdf file showing all your certificates or your overall training record from the MyLearning system) into Blackboard.
<table>
<thead>
<tr>
<th>Start Dates</th>
<th>Topics and Exams</th>
</tr>
</thead>
</table>
| Oct 27      | ADP Vantage HCM - Talent Management Compensation: Configuration Overview  
ADP Compensation Planning for Managers  
Discussion Question 1 (One Initial Post and Two Replies) |
| Nov 3       | ADP Vantage HCM - Benefits for Practitioners  
Discussion Task 2 (One Initial Post and Two Replies) |
| Nov 10      | Total Absence Management Manager Self Service for the Manager and HR Professional  
Discussion Task 3 (One Initial Post and Two Replies) |
| Nov 17      | ADP Succession Management Overview  
Discussion Task 4 (One Initial Post and Two Replies) |
| Nov 24      | Final Exercise  
(Reflective paper) |

4. Integrative Customized Capstone Exercises, on Blackboard (10% of final grade)

Final Exercises: All are due by Dec 3

- Reflective Paper:

Write a 2-page summary (400 to 600 words) in Microsoft Word that lists the challenges, problems, difficulties, and/or frustrations that you encountered in this class. Explain how you monitored yourself or sought for help when these things happened and demonstrated Patience, Perseverance, Flexibility, and Kindness. Upload this document to Blackboard.
The grading rubric for reflective paper will be as follows:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>5 points</th>
<th>10 points</th>
<th>15 Points</th>
<th>20 Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takeaways or Reflections</td>
<td>Included no takeaways or reflections from SIMNet or ADP.</td>
<td>Included 2 takeaways or reflections from SIMNet or ADP and provided some justification.</td>
<td>Included 2 takeaways or reflections from SIMNet and 2 from ADP and provided sufficient justification.</td>
<td>Included 2 takeaways or reflections from SIMNet and 2 from ADP and provided thorough justification.</td>
<td></td>
</tr>
<tr>
<td>Self-Monitoring Skills</td>
<td>Did not identify any self-monitoring skills from SIMNet or ADP.</td>
<td>Provided some idea regarding identifying self-monitoring skills from SIMNet or ADP.</td>
<td>Introduced adequate self-monitoring skills from SIMNet or ADP.</td>
<td>Described clearly self-monitoring skills from SIMNet or ADP.</td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>Did not express ideas clearly.</td>
<td>Some ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td>Most ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td>All ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td></td>
</tr>
<tr>
<td>Grammar and Spelling</td>
<td>Demonstrated many errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated some errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated few errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated no errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>Did not project an overall professional image and did not address relevant ideas/issues.</td>
<td>Offered some sense of professionalism and addressed relevant ideas/issues.</td>
<td>Completed in a professional manner and addressed most relevant ideas/issues.</td>
<td>Showed clear professionalism and addressed all ideas/issues in a complete and competent manner.</td>
<td></td>
</tr>
</tbody>
</table>

Total:

5. Participation in Graded Online Discussion Board, on Blackboard (10% of final grade)

Discussions among and between learners is an important part of learning topics like information technology related to Human Resource Management. For that reason, it is important that students participate in the discussion board in this class.
Instructions:

Topics will be posted by the instructor each week. These are separate from the Question and Answer Discussion Forum questions that students may post and reply to that will not be graded.

Click the title of the initial thread to participate. Click Reply to the prompt and respond as appropriate. Do not create a new thread.

Each student must participate at least once in the discussion and reply to comments made by others.

All comments are to be completed no later than 11:59 PM Saturday of the same week.

A low grade would apply to simple comments like this example, “I like what you said.”

A high grade would apply to comments like these examples,

“I partially agree with what you said because when I tried to access the software section X, I couldn’t at first, but then I referred back to the text for help and called the helpline at 1-800-xxx-xxxx and they told me how to do it. The problem was I was using the wrong browser, but when I switched to Google Chrome it worked” or

“I really understand how you feel. I was frustrated at first too. However, I then looked at chapter X page X and found the I should have done Steps A, B, and C first. When I did all of those it worked correctly.”

The grading rubric for discussion board posts will be as follows:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>0 Point</th>
<th>1 Point</th>
<th>2 Points</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely</td>
<td>Last minute</td>
<td>Somewhat before the deadline</td>
<td>Early enough so that others could reply</td>
<td></td>
</tr>
<tr>
<td>Relevant</td>
<td>Not relevant to the post</td>
<td>Somewhat Relevant</td>
<td>Directly relevant to the post</td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>Unclear what was said</td>
<td>Somewhat clear</td>
<td>Very clear and easy to understand</td>
<td></td>
</tr>
<tr>
<td>Respectful and Encouraging</td>
<td>Disrespectful or negative toward others</td>
<td>Somewhat respectful and encouraging</td>
<td>Very positive and motivational</td>
<td></td>
</tr>
<tr>
<td>Helpful</td>
<td>Did not help others learn</td>
<td>Provided some help for others</td>
<td>Excellent advice that others could follow</td>
<td></td>
</tr>
</tbody>
</table>

Total:
6. Grading Guidelines

Grades for this course will be based on the following grading guidelines:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMNet Lessons</td>
<td>20%</td>
<td>90% or above A</td>
</tr>
<tr>
<td>SIMNet Exams</td>
<td>20%</td>
<td>80% or above B</td>
</tr>
<tr>
<td>ADP Modules</td>
<td>40%</td>
<td>70% or above C</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>10%</td>
<td>60% or above D</td>
</tr>
<tr>
<td>Reflective Paper</td>
<td>10%</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Note: Some curve work may be provided for bonus points based on contingencies.

7. Course Policies

Accommodations for Disabilities
If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.utep.edu/student-affairs/cass.

Academic Dishonesty
The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculties insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity.

UTEP Policies Related to COVID-19
Although in-person activities have resumed on the UTEP campus, the University continues to evaluate regional COVID-19 data and monitor guidance from the Texas Department of State Health Services and the Centers for Disease Control and Prevention (CDC). Here are some important things to keep in mind:

Stay home when you’re sick. If you experience COVID-19 symptoms, get tested. Testing is available to students at the Student Health and Wellness Center. Learn more at utep.edu/covidtesting.
Vaccination is the most important thing we can do to take care of ourselves and each other. Visit epcovidvaccine.com to learn about UTEP’s on-campus vaccine clinics and find the numerous sites where you can receive a free COVID-19 vaccination.

To reduce the risk of becoming infected with the Delta variant and potentially spreading it to others, the CDC recommends that fully vaccinated people:

Do not need to wear a mask outdoors but may choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised.

Wear a mask in public indoor settings if they are in an area of substantial or high transmission (El Paso County is currently in an area of substantial transmission).

Wear a mask in public indoor settings if they or someone in their household is immunocompromised or at increased risk for severe disease, or if someone in their household is unvaccinated.

The vaccination rate in El Paso is over 80% and the vaccination rate among UTEP faculty and staff is over 90%. The vaccination rate among students is fluid as the student body changes each term. Learn more about the local situation here: epstrong.org/results.php.

Please find more, if needed, at https://www.utep.edu/resuming-campus-operations/faqs/faculty-and-staff.html.

PLEASE NOTE: PROVEN VIOLATIONS OF THE DETAILED REGULATIONS, AS PRINTED IN THE HANDBOOK OF OPERATING PROCEDURES (HOP) AND AVAILABLE IN THE OFFICE OF THE DEAN OF STUDENTS, MAY RESULT IN SANCTIONS RANGING FROM DISCIPLINARY PROBATION, TO FAILING GRADES ON THE WORK IN QUESTION, TO FAILING GRADES IN THE COURSE, TO SUSPENSION OR DISMISSAL, AMONG OTHERS.

Examples of academic dishonesty could include having someone else do work for you, allowing someone else to know and use your login ID and/or password.

All research papers, term papers, or other writing intensive assignments must adhere to APA style. Students are expected to submit all papers with appropriate citation, references, etc. If you are unsure of the parameters of this writing style, please contact the instructor within the first week of classes for further information. Style guides are available in the University Bookstore.

IMPORTANT NOTICE: THE CONTENT IN THIS SYLLABUS MAY BE SUBJECT TO CHANGE.