

Course Syllabus

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Trevecca Nazarene University

BML 4420

Human Resources Management

Spring 2024

Dates:

Credit:

Prerequisite:

Course Instructor:

Email:

Phone:

Office Hours:

Course Description

Students analyze the policies and procedures of managing human resources such as job analysis, recruitment, selection, training, performance appraisal, compensation, benefits, and employee rights (discipline, OSHA, and unionization) through a Christian perspective. Special attention is given to Equal Employment Opportunity.

Student Learning Outcomes:

1. Evaluate how a firm's human resources (the actual employees and department) influence its performance.
2. Describe the process of conducting a job analysis and its relationship with other HR functions.
3. Articulate the various EEO laws and how they relate to effective HR practice.
4. Analyze the various recruitment and selection tools available to organizations.
5. Develop effective performance appraisal systems.
6. Assess the components of an organization's total compensation structure.
7. Explain how to manage HR effectively while being respectful to employees' rights in regards to discipline, OSHA, and unionization.

Course Textbook:

Gomez-Mejia, L.R., Balkin, D.B., Cardy, R.L., & Carson, K.P. (2020). *Managing human resources* (9th ed.). Boston: Pearson

COURSE QUALITY

Email or Network Account Access: If you have trouble with your Trevecca email or network account, contact helpdesk@trevecca.edu or call 615-248-1223.

Course Issues: Contact the Online Department at 615-248-7787

or onlinehelp@trevecca.edu if you discover a problem with any of the following:

- broken links
- missing content
- conflicting content or instructions
- questions, concerns, or complaints regarding your online experience in general

Course Information: If you have questions about your course, please contact your instructor.

Course or Program Questions: Contact your program advisor if you have questions about the program or course.

COURSE RESOURCES:

1. Libraries

As a Trevecca online student, you have full access to our library resources: Waggoner Library for Online Students. In addition to the textbooks assigned for this course, Trevecca's Waggoner Library provides full content online for eBooks, videos, journal articles, trade publications, newspapers, and other resources. These full-text online resources can be printed, emailed or downloaded, and are accessible 24/7.

Use [https://library.trevecca.edu/landingLinks to an external site](https://library.trevecca.edu/landingLinks%20to%20an%20external%20site).to identify program-specific resources. If prompted for authentication, please use your Trevecca username and password. For questions or issues with your library account, contact the library staff: Contact Us.

2. Internet

The internet has made it much easier for students to have access to a large quantity of information. Much of the most reliable, scholarly, and up-to-date information, however, is not available through commonly used search engines like Google, or Yahoo, or through popular sites like <http://www.biblegateway.com/>. In order to access some of the better resources and to consult current journals, it is usually necessary to have a subscription and password to a specialized search program. Fortunately, all students at Trevecca are able to access some of the best journals and periodicals through Trevecca's subscription services available through the Waggoner Library. Though sites like Wikipedia are popular resources, they are not accepted as reliable reference works in most classes. Be sure to check the dates on the sites and the source of the information.

3. Tutor.com

Tutor.com provides online 24/7, on-demand, 1-to-1 tutoring, and homework help in more than 250 subjects. No matter where you are in the writing process, our rigorously vetted, expert writing tutors can provide the support you need, whenever you need it. Work with your writing tutor in our interactive online classroom to get help brainstorming ideas, making an outline, creating a revision plan, using correct grammar, and more! Upload Your Writing Files and Receive Feedback within a Day. Balance your heavy workload while still getting the support you need. Submit a paper, cover letter, or any writing assignment you need help with, and get expert feedback on elements such as grammar, punctuation, structure, flow, theme development, and citations. The expert tutors at Tutor.com can help

you work through a tough homework problem, improve your writing skills, study for a test, review a difficult concept, and so much more! To access Tutor.com, visit <https://trevecca.instructure.com/>. Use your Trevecca login to access Canvas. Tutor.com is located within your course on the left-hand menu under “Tutor.com.”

4. Grammarly

This is a writing-intensive class and quality writing is expected at all times, including but not limited to papers, discussion forum posts, devotionals, emails, course messages, projects, etc. One of the goals of the BML program is to raise the bar on writing quality and the [GrammarlyLinks to an external site.](#) software can help achieve this goal. Grammarly is an online grammar and spelling checker that improves communication by helping users find and correct writing mistakes. In addition to the online text editor, Grammarly also offers a free browser extension for Chrome, Safari, and Firefox that corrects over 150 types of errors. Students are encouraged to use Grammarly for all class assignments, emails, and discussion forum posts.

5. Turnitin

Instructors may require that specific assignments be submitted through Turnitin. Turnitin is a tool used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. All papers submitted to Turnitin are to comply with the style guide. Most assignments will be posted to both the class and discussion. Some major papers may be posted to both the class discussion and Turnitin.

6. LinkedIn Learning

As a Trevecca online student you have unlimited access to LinkedIn Learning, an online library of high-quality instructional videos on the latest software tools and skills. This site contains videos that can assist you in concept mastery. These video-based tutorials are taught by professionals in the industry. You can even view it on your mobile device and it's available whenever you're ready to learn. You can access LinkedIn Learning by going directly to the site and clicking *Sign In*, located on the top-right corner of the screen. Authenticate using your TNU login credentials and you will be able to access all the video tutorials.

7. Privacy Policies

Links to privacy policies for third-party tools and software are provided as follows (QM Standard 6.4):

- [Canvas.com](#)
- [Canvas.comLinks to an external site.](#)
- [YouTubeLinks to an external site.](#)
- [PanoptoLinks to an external site.](#)
- [GrammarlyLinks to an external site.](#)
- [TurnitinLinks to an external site.](#)

8. Online Netiquette

Read the following policies for online behavior at Trevecca Nazarene University.

- [Trevecca Nazarene Course NetiquetteLinks to an external site.](#)
- [The Core Rules of NetiquetteLinks to an external site.](#)

In general, appropriate online behavior includes:

- Respect your peers.

- Be polite and be aware of your tone.
- Do not use offensive language or be confrontational. If you feel emotional about a response you are writing, save it and send it tomorrow.
- Make a good impression. Use spell check and check your facts.
- Do not use all caps as it can be interpreted as shouting.
- Be forgiving of your peers' slip-ups.
- Be brief.
- Cite your sources and obey copyright laws.

9. Web Accessibility

Links to web accessibility statement for third-party tools and software are provided as follows (QM Standard 8.6):

- [Canvas.com](#)Links to an external site.
- [Canvas.com](#)Links to an external site.
- [YouTube](#)Links to an external site.
- [Panopto](#)Links to an external site.
- [Grammarly](#)Links to an external site.
- [Turnitin](#)Links to an external site.

COURSE REQUIREMENTS

Generative AI Statement:

The faculty and administrators of School of Leadership and Interdisciplinary Studies (SOLIS) are incredibly excited about the powerful opportunities AI offers educators, learners, and leaders. Responsible and ethical use of these tools is of utmost importance. While ChatGPT and other artificial intelligence (AI) tools might offer assistance during the brainstorming phase of assignment completion, it is imperative to note that AI tools are not a replacement for your own critical thinking or original ideas. Consequently, employing ChatGPT or other AI tools to produce your assignments entirely or partially could be viewed as academic misconduct, thus resulting in academic penalties. If you have questions about how and when to use AI in this course, do not hesitate to contact the instructor. The instructor reserves the right to request an explanation if inappropriate use of AI is suspected.

Academic Honesty Verification:

Students must sign the **Academic Honesty Verification** in order to gain access to course materials and assignments. There is an automatic setting in Canvas that makes the lesson folders, containing all assignments, disappear if this is not completed. Once signed and completed, the lesson folders will appear under each weekly overview. If you are experiencing issues accessing the assignments, please check to make sure to sign the Academic Honesty Statement by typing your name in the answer field.

Due by Day One (1) of Week One (1)

APA Style

The faculty has adopted APA (American Psychological Association) as the proper style to be used when writing papers for all classes. For online help, visit the [https://library.trevecca.edu/onlinewaggoner/APALinks to an external site.](https://library.trevecca.edu/onlinewaggoner/APALinks%20to%20an%20external%20site) Note: It is possible that your program uses another style guide. Be sure to check with your instructor or program director before submitting papers.

Course Introduction

Write an autobiography that includes where you live, current work role, and a personal note/fun fact. Also, read the course description and learning outcomes for this course. What experiences/interactions have you had with human resources in your career? Your introduction should be 300-500 words in length.

Due by Day One (1)

Weekly Devotional

The professor will share a devotional each week. Each student will provide a reflection on the devotional as heard or read from the perspective of her/his context. You are encouraged to respond to other students' reflections, but it is optional.

Due by Day One (1) of each Week

Reading/Lecture Notes/Video

Learners are expected to complete the assigned reading within the first two days of the week so that the reading can inform the student's contribution to the class discussion. Learners are encouraged to read ahead, as necessary, in order to be prepared for each week's discussion.

Recommended: Due by Day Two (2) of each Week

Weekly Discussion

Three questions will be posted in each weekly discussion forum. **Answer all three questions by Day Three, and reply to at least three classmates (one for each question) by Day 7.**

Initial posts must include a minimum 100-word response for each question above and demonstrate the student's mastery of that week's content through their ability to interact with, evaluate, and apply the content. Simplistic posts will not receive credit so please be aware of the depth of your posts prior to posting.

Due by Day Three (3) of each Week

Read all posts and select Reply to comment on at least three (3) of your cohort member's posts. **Comments to other students must be at least 75 words each and only need to address one of their questions/responses.** Draw upon your learning of the course content using the ABC approach:

- A. Acknowledge your classmate and add a new point, drawing from course content.
- B. Build on the post, focusing on course content. Make it a higher level answer and provide more depth of understanding, drawing from what you've learned in the reading/lecture.
- C. Conclude or contest a previous point.

Due by Day Seven (7) of each week

Week One Questions from Text

Submit all answers in one Word document. You do not need to type the actual questions. Arrange your responses by chapter and clearly number each response with the question number.

- Chapter 1 Discussion Questions from the text: #2, 3, 5, 6, 7, 8 on pages 35 & 36
- Chapter 3 Discussion Questions from the text: #1 through 5 on page 110
- Chapter 4 Discussion Questions from the text: #3 through 8 on page 142

Use the following format to name your document for this assignment: *lastname_firstname_1.4_questions_from_text*. Assignment format: 1-inch margins, single-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week One (1)

Week Two Questions from Text

Submit all answers in one Word document. You do not need to type the actual questions. Arrange your responses by chapter and clearly number each response with the question number.

- Chapter 2 Discussion Questions from the text: #1 through 5 on pages 74 & 75
- Chapter 5 Discussion Questions from the text: #1 through 7 on pages 174 & 175
- Chapter 6 Discussion Questions from the text: #1, 4, 5, 7, 8, 10 on pages 197 & 198

Use the following format to name your document for this assignment: *lastname_firstname_2.4_questions_from_text*. Assignment format: 1-inch margins, single-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week Two (2)

Week Three Questions from Text

Submit all answers in one Word document. You do not need to type the actual questions. Arrange your responses by chapter and clearly number each response with the question number.

- Chapter 7 Discussion Questions from the text: #2 through 10 on page 227
- Chapter 8 Discussion Questions from the text: #4 through 8 on pages 255 & 256
- Chapter 9 Discussion Questions from the text: #2 through 7 on page 280

Use the following format to name your document for this assignment: *lastname_firstname_3.4_questions_from_text*. Assignment format: 1-inch

margins, single-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week Three (3)

Week Four Questions from Text

Submit all answers in one Word document. You do not need to type the actual questions. Arrange your responses by chapter and clearly number each response with the question number.

- Chapter 10 Discussion Questions from the text: #2 through 6 on page 314
- Chapter 11 Discussion Questions from the text: #2 through 7 on pages 349
- Chapter 12 Discussion Questions from the text: #1 through 5 on page 387

Use the following format to name your document for this assignment: *lastname_firstname_4.4_questions_from_text*. Assignment format: 1-inch margins, single-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week Four (4)

Week Five Questions from Text

Submit all answers in one Word document. You do not need to type the actual questions. Arrange your responses by chapter and clearly number each response with the question number.

- Chapter 14 Discussion Questions from the text: #2 through 5 on page 451
- Chapter 15 Discussion Questions from the text: #1 through 5 on page 490
- Chapter 16 Discussion Questions from the text: #1 through 8 on page 516

Use the following format to name your document for this assignment: *lastname_firstname_5.4_questions_from_text*. Assignment format: 1-inch margins, single-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week Five (5)

Weekly Quizzes

The quiz will consist of 40 questions covering the material from the weekly readings and videos. You will have 1 hour and 15 minutes to complete the quiz. While you can use your notes and the text to complete the quiz, it is highly recommended that students study thoroughly before starting since there will not be enough time to look up the answer to each question.

Due by Day Seven (7) of Weeks One through Five

Week Six Final Project

Download the attached Word document. Students are to write a 4- to 6-page paper (double-spaced, one-inch margins, 12-point font, Times New Roman) analyzing the various

issues in the Final Project. After reading the case in the attached document, diagnose the various problems encountered by the organization and provide some possible solutions. Pay special attention to the following topics: job analysis, recruitment, selection, training, performance appraisal, compensation, unionization, OSHA, and EEO considerations (see rubric for specifics on grading). You are highly encouraged to create sub-headings in your paper reflecting the aforementioned topics. You are also encouraged to reference your textbook and/or outside sources (use proper citations).

Please include the questions with your answers and submit your assignment in a single Word document. Use the following format to name your document for this assignment: *lastname_firstname_6.3_leadership_final_project*. Assignment format: APA, 1-inch margins, double-spaced, 12-point font (Times New Roman). Must be submitted as a Word doc or PDF file.

Due by Day Seven (7) of Week Six (6)

End-of-Course Survey

Students are requested and highly encouraged to complete the end-of-course survey. The survey is handled through the Department of Institutional Research. Students will receive a link to their Trevecca Nazarene University email account, as well as a prompt in Canvas to complete the survey. The surveys are anonymous.

The Department of Institutional Research manages the evaluation process and provides results to instructors and program directors at the end of each course after grades have been posted. The administration from the School of Graduate and Continuing Studies will also review the results. If you have any questions about the survey, please contact: hjdavis1@trevecca.edu

COURSE EVALUATION

Generally, faculty are asked to submit grades 48 hours after the end of the week; however, due to schedule constraints, sometimes faculty need up to one week to submit grades. It is important to read the comments made in the Grade Center, as these comments are intended to help you improve your work. Final grades will be posted within one week of the end of the class. Grades will be based on the following criteria:

Grading Point

Grading Points

Weekly Assignments	Points
Course Introduction	10

Weekly Devotions (6 @ 5 pts each)	30
Weekly Discussions (6 @ 20 pts each)	120
Weekly Questions from Text (5 @ 40 pts each)	200
Weekly Quizzes (5 @ 100 pts each)	500
Week Six Final Project	140
Total Points	1000

Late Assignments

There will be a 20% reduction of possible points for each day an assignment is late until there are no more possible points (five days late). However, it is still expected that a learner will submit every assignment, even if no points are to be awarded. If missing assignments result in the student's failure to meet learning outcomes, the instructor may give up to a letter grade reduction on the final grade in addition to the student's loss of points for missing work. No assignments will be accepted after midnight on Monday night, the last day of class. While there are "due dates" for your weekly assignments, you are welcome to post your work earlier in the week. Late work means that others may not have the opportunity to respond to your comments. It also means that you will not have the benefit of as much interaction with other students as you will have if your assignment is posted on time. If you know you will be away on the day your assignment is due, please post your work before you leave.

Assignments will be considered late if posted after midnight Central Time on the day they are due. The notes in the class discussion are time-stamped by the server (atomic clock) when received using current Central Time. If you are on Eastern Time, then you will need to submit any assignments before 1:00 AM the next day. If you are on Pacific Time, you will need to submit assignments by 10:00 PM. Be prepared for major adjustments during the time changes that occur twice a year.

Grading Scale

Grading Scale

Standard Grade Scale Based on Percentage of Points Earned
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A	B	C	D	F
A 930-1,000	B+ 870-899	C+ 770-799	D+ 670-699	F Less than 600
A- 900-929	B 830-869	C 730-769	D 630-669	
	B- 800-829	C- 700-729	D- 600-629	

COURSE POLICIES

1. Copyright Protected Materials

Trevecca Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

2. Academic Honesty

Academic honesty is expected of all students at Trevecca Nazarene University. It is an integral part of the educational process where learning takes place in an atmosphere of mutual trust and respect. Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. Dishonest academic behavior as described in the following list will be dealt with fairly and firmly.

1. Plagiarism, using another's statements or thoughts without giving the source appropriate credit; this includes patchwork plagiarism; no more than 20% of any paper should be direct quotes (unless otherwise specified by instructor);
2. Cheating on an exam; this not only encompasses copying from another student but includes receiving help in completing an exam from any unauthorized source or in any unauthorized manner;
3. Resubmitting graded assignments; self-plagiarism;
4. Submitting for credit a borrowed or purchased paper (e.g. life learning paper, prior-learning documentation worksheet, summary paper, etc.);
5. Defacing or unauthorized removal of course materials either from the classroom or library;
6. Falsifying documentation in regard to the reporting of course reading;
7. Falsifying other documentation;
8. Submitting and using instructional materials, instructor resources, and faculty guides as your own work;
9. Identity Fraud

Additionally, any student that gives current or prior assignments to another student for the purpose academic dishonesty (examples included above) is subject to disciplinary action

through the Office of Student Development. Students should never share completed assignments unless authorized by the instructor.

3. Identity Fraud

Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Trevecca.

4. Withdrawal

If you need to withdraw from the class, please notify the instructor and your Trevecca Student Success Advisor immediately. The last day to drop out of a course in progress with a grade of W is by the end of day 21 for most courses or day 35 for a 12-week course during regular business hours. If a student withdraws from the program, he/she must submit a letter for withdrawal. Withdrawing from a class will result in a graduated refund and may affect your financial aid, so be sure to contact your financial aid counselor. Failure to attend class does not constitute a withdrawal and students will receive an "F" if not properly withdrawn.

5. Technology Expectations

Trevecca's online staff is committed to making the online learning experience as successful for you as possible. In order to ensure this, here is a review of key technical requirements:

1. You are responsible for your computer system and are required to have a reliable Internet Service Provider (ISP). Should you have difficulty connecting to the Internet, consult your ISP for technical support.
2. You are required to have MS Office suite or a compatible program to participate in the online program.
3. Should you have technical difficulties at a time when an assignment is due, you are responsible to find an alternate way to submit your work. This may require you to find another computer to use at a worksite, friend's home, library, local college, or etc. In some situations, you can mail, fax, or hand-deliver your work.

Technology problems do not relieve you of the responsibility of attendance requirements, turning in your assignments, class participation, or any other course work. If the Trevecca online server has technical difficulties when an assignment is due, your instructor will make alternative arrangements with you. Be sure to call your instructor regarding any problems you are having and make the necessary arrangements for completing your course work!

6. Grammar and Spelling Check

Students are required to submit work that represents college-level English abilities, including excellent grammar and spelling skills. Students are required to turn on and use their MS Word grammar and spelling checker and to use proper grammar when posting in the class discussion. All posts to the class discussion represent your work at Trevecca. Do not treat the class discussion as a blog, email, or chat room.

7. Time Expectations

Based on the number of credit hours in a course, students need to plan to spend ample time involved in coursework.

8. University Catalog

For additional Trevecca policy items, review the [Trevecca Nazarene University Catalog](#).

9. Title IX Policy

Trevecca Nazarene University is committed to providing an environment free from all forms of sex discrimination. As an instructor, one of my responsibilities is to help foster a safe learning environment on our campus. This means that I have a reporting responsibility related to my role. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in any one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual harassment and other sexual misconduct with the Title IX Office. Students may speak to someone confidentially by contacting the Counseling Center at 615-248-1346.

10. Accessibility of Historical Data in Trevecca Classes

Trevecca Nazarene University strives to protect and preserve student data in accordance with FERPA laws. It is important for students and faculty to note that due to the nature of digital information, no data transmitted via emails or online learning management systems is entirely free from observation. The contents of this class, including the class discussion, may be monitored by university faculty and staff at any time for the purposes of assisting students, gathering data, instructor training, or assessing the program. Likewise, all class materials are made available for review by individuals who for appropriate academic purposes may need to review the materials in the future.

11. Confidentiality of Course Discussion and Assignments

Materials posted to the class discussion or to an assignment thread are for class use only. Students and faculty are to protect the confidentiality of all classroom materials and should never transmit any classroom materials without specific written permission of the person quoted and the instructor.

12. Disability Statement

At Trevecca Nazarene University, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability, please contact Disability Services at 615-248-1463 or email disabilityservices@trevecca.edu to establish reasonable accommodations. Disability Services is located in the Bud Robinson Building, lower level. Trevecca Nazarene University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008.

13. Notice of Course Availability

The University policy aligns the "seat time" with the credit hours' standards from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) our accreditation body. All classes must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with credit hours awarded for an online course. All online courses are open four days before the start date and close two weeks after the end date which gives you time to retrieve or save any documents and review final grades before the course becomes unavailable.

Students will be able to access their final grades for courses via Self-Service. With the exception of students with an incomplete, we do not extend the time frame for students to

submit assignments after the course closes in Canvas. For further information on Incomplete Policy, please refer to your Academic Success Advisor.

14. Class Participation and Engagement Policy

Trevecca's adult education and graduate programs are highly concentrated, and weekly participation and engagement are important prerequisites for student success in coursework and personal and small group relationships within class sessions.

While weekly class attendance is not required, each student must start the course and establish course eligibility by the end of Day Seven of Week One by participating in an academically-related activity specific to the course, such as attending a face-to-face class session or synchronous course activity, submitting an academic assignment, taking an assessment or exam, participating in an interactive tutorial, webinar, or computer-assisted instruction, participating in a university-assigned study group or group project, participating in an online discussion assigned by the instructor, or initiating interaction with the instructor about academic matters. Students who fail to engage in the course in one or more of these avenues within the first seven days of the course will be automatically dropped from the course.

NOTE: This policy does not apply to programs in Graduate Counseling, Education, and Physician Assistant.

15. Trevecca Nazarene University Recorded Lecture Policy

Faculty members are permitted to video and/or audio record class sessions provided that recordings are posted in a secure environment and are only available to students registered for the course. Students who have a qualifying disability are also allowed to record class sessions for their personal study only. Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the instructor. As video and/or audio of students may be captured as a part of the recording, it is also a Family Educational Rights and Privacy Act (FERPA) violation to share classroom recordings. Lectures/class sessions recorded for any reason may not be shared with anyone who is not a registered participant of the course without the consent of the instructor.

16. Timely Care

Trevecca Nazarene University is excited to offer TimelyCare - a new virtual health and well-being program for all traditional, graduate, and adult students. The service will provide access to 24/7 medical and mental virtual health care from anywhere in the United States, with no cost visits!

Students can talk to licensed providers from smartphones or any web-enabled device.

Licensed providers are available to offer medical and mental health support via phone or secure video visits. Students can go to [timelycare.com/trevecca](https://www.timelycare.com/trevecca) to register with their name and school email address. They can then have visits from any web-enabled device – smartphone, laptop, or desktop.

There are six services available:

1. Medical: 24/7, on-demand access to a medical provider that can treat a wide range of common illnesses like cold and flu, sinus infection, allergies and more
2. Scheduled Medical: scheduled options to speak to a medical provider

3. TalkNow: 24/7, on-demand access to a mental health professional to talk about anything at anytime
4. Scheduled Counseling: scheduled options to speak to a licensed counselor (up to 12 visits per year)
5. Health Coaching: access to a nutritional specialist to help students adopt healthier lifestyle behaviors related to sleep issues, weight management and more
6. Psychiatry: services provided by referral only
7. TimelyCare services are free to ALL Trevecca Nazarene University students.