# "WBUlogo"

This course syllabus was revised September 9, 2022

School of Business

**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

# Course: MGMT 3324-VC01, *Human Resource Management*

**Campus:** WBUOnline

**Term/Session**: Fall 2, 2022 (October 10 to December 10, 2022)

# **Instructor**: Dr. Dave Rambow, Emeritus Professor of Business, School of Business

**Office Phone Number/Cell #:** (907) 242-4261

**WBU Email Address:** [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu)

**Office Hours, Building, and Location:** No Office Hours, Online course

**Class Meeting Time and Location**

: Online

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

Noe, R., Hollenbeck, J., Gerhart, B., and Wright, P. (2020). *Fundamentals of* *human resource management* (8th ed.). McGraw-Hill ISBN: 978-1260565768

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

# OPTIONAL MATERIALS

1. American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington DC: American Psychological Association
2. Learning Resource Center: The Wayland Library (Learning Resource Center) is available to all Wayland students at: [http://library.wbu.edu](https://webmail.wbu.edu/owa/redir.aspx?C=47gYOUv0XkCt_AMdzEWj6fdPe8FxTNAIOH59kNHmy9xsb1bBKilrMNvOUYx_O3uZE9hNOV4SEOs.&URL=http%3a%2f%2flibrary.wbu.edu) . Tutorials for accessing library resources are linked from the homepage.
3. c. Grammarly at

<https://www.grammarly.com>

**Course Information**

**Catalog Description**

**:**

Impact of external and internal environment upon the functions and activities of personnel/human resource managers. Credit will not be awarded for both MGMT 3324 and HLAD 3324.

**Prerequisite:** MGMT 3304: *Principles of Management*

**Course Outcome Competencies**

**:**

1. Outline the domestic as well as global components of human resource management.
2. Explain the importance of development of human capital (training) and explain models of training that occur through human resources.
3. Compare strategies of cost containment and interpret legal requirements that exist through human resource management.
4. Demonstrate readiness for the Professional Human Resource Certification Examination.

**Attendance Requirements**

# WBUONLINE

As stated in the 2022-2023 Wayland Baptist University Academic Catalog, graduate students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. The instructor in online courses is responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, the instructor is responsible for incorporating specific instructional activities within the course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 % or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week term, may receive an F for that course. The instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s online attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:**

1. Wayland Baptist University observes a zero-tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported, and second offenses will result in suspension from the university (2022-2023 WBU Academic Catalog).
2. Students with questions as to what constitutes Plagiarism should read the *University Statement on Plagiarism and Academic Honesty* which is in the Course Info/Syllabus tab. Additionally, in the “Course Info/Syllabus” tab is a video PowerPoint presentation on what constitutes Plagiarism, how to avoid Plagiarism, and the consequences for submitting course work that has been found to have been Plagiarized.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

WBU Catalog

**Course Requirements and Grading Criteria**

# **Course Requirements and Grading Criteria**

1. **Course Assignments:** All course assignments are due by mid-night in the time zone a class member resides. The due dates for various assignments are found in paragraph 18: *Tentative Schedule*. All course work must be a class member’s “original work.” This means that the student authored all assignments. Original work further means that when a class member applies ideas, concepts, theories, and/or principles from another author, then the class member properly credits the source.
2. All college-level work well be typed. Course work submitted late may be subject to a reduced by 1.5% for each day an assignment is late. See paragraph 18, Tentative Schedule, to assist with time management. I list below a breakout of course requirements with grading criteria.
3. **WBU Email Accounts:** By October 10, all class members enrolled in this course will have an active WBU email account. Additionally, throughout this course, class members will check their respective WBU email accounts as a minimum once a week, beginning the first week of summer term.
4. **Preparation, Participation, and Engagement (PPE)**: The learning process mandates that a student:
   1. **prepare** for each online session by (1) reading assigned chapter(s) (2) viewing and listening to video lectures in session tabs #1 through session #7, and (3) after listening each session’s video lectures, by sending an email response to the instructor with that session’s designated word or words.
   2. **participate** by reading individual and group assignment feedback documents and sending an email response to the instructor with that session’s designated word or words.
   3. **engage** when feedback or course lectures are unclear, sending the instructor questions that seek clarity.
   4. **Preparation, Participation, and Engagement represent 10% of the course total grade.**
   5. The rubric below will be used to evaluate preparation, participation, and engagement. (PPE)

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|  | **Online Class Sessions Missed** | | | | |
| Criteria used to determine level of  Preparation, Participation, and Engagement | **0** | **1** | **2** | **3** | **4** |
| **Class member demonstrated preparation** by viewing all PPT video presentaitons. **Class member demonstrated participation and engagement** by responding in email to the instructor on session video lectures and group feedback documents. Class member further demonstrated engagement by appling corrections to assignments from prior feedback documents. | **100%** | **90%** | **80%** | **70%** | **00%** |
| **Class member demonstrated preparation** by viewing 80% of all PPT video presentaitons. **Class member demonstrated occassional participation and engagement** by occassionally responding in email to the instructor on session video lectures and group feedback documents. Class member further demonstrated some preparedness by occassionally appling some corrections to assignments from prior feedback documents. | **90%** | **80%** | **70%** | **60%** | **00%** |
| **Class member demonstrated preparation** by viewing 70% of all PPT video presentaitons. **Class member demonstrated infrequently participation and engagement** by seldom responding in email to the instructor on session video lectures and group feedback documents. Class member seldom demonstrated preparedness by seldom appling corrections to assignments from prior feedback documents. | **70%** | **60%** | **50%** | **40%** | **00%** |
| **Class member demonstrated preparation** by viewing less than 70% of all PPT video presentaitons.  **Class member demonstrated little to no participation and engagement** by not responding in email to the instructor on session video lectures and group feedback documents. Class member did not demonstratde preparedness in appling corrections to assignments from prior feedback documents. | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Topic Assignments (WTA):** Students will craft a *scholarly response* for all WTA prompts. Students are required to complete a total of seven WTA assignments. WTA assignment prompts are found in the course BlackBoard tab titled: *Weekly Topic Assignments*. WTA #1 will be assessed for a maximum score of 8.0 points; WTAs #2 through #6 will be assessed for a maximum of 10.0 points. WTA #7 is provided for extra credit and will be assessed for a maximum of 3.0 points. Additionally, peer-to-peer feedback response to one other class member’s will be assessed for a maximum score of 1.0 points. **The WTA assignments represent 71% of the total grade.**
2. **One HR Case Study Analyses Paper:** Students will conduct an HR Case Study analysis and write an HR Case Study analysis paper. The due date for the HR Case Study analysis paper is found in paragraph 18, *Tentative Schedule*. **The HR Case Study paper is worth 19% of the total course grade.**
3. **Technology Requirements:**

Students are expected to perform basic computer hardware and software proficiency with commonly used software programs and maintain current software updates. Additionally, students are responsible to maintain their respective ISP service. To view and listen to video PowerPoint lectures and to enter schedule Collaborate Ultra session, graduate students will use the Google Chrome browser. If a student’s PC does not have the Google Chrome browser, then the browser software can be downloaded for free at the Google Chrome web site.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a micro term to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the Incomplete is converted to an F.

**Means for Assessing Outcome Competencies:**

1. Procedures used to compute final course grade:
   1. Preparation, Participation, and Engagement: **10%**
   2. First Assignment and WTA #1: **08%**
   3. Five (5) BlackBoard Weekly Topic Assignments (WTA) (5 x 11 points each): **55%**
   4. Weekly Topic Assignment #8 **08%**
   5. One HR Case Study: **19%**

**100%**

1. Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

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| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 to 89.50 points | 100% to 90% |
| **B** | 89.49 to 79.50 points | 89% to 80% |
| **C** | 79.49 to 69.50 points | 79% to 70% |
| **D** | 69.49 to 59.50points | 69% to 60% |
| **F** | 59.49 points and below | 59% and below |

**Tentative Schedule**

The tentative schedule provided below indicates specific course activities, assignments, and due dates. This schedule is provided to assist student’s in time management. Make time to review the schedule and note activities and due dates of assignments.

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| Date & Session # | Homework, Activities and Assignments |
| **FIRST ASSIGNMENT** | **On or before Wednesday, October 12,** post a response in the Weekly Topic Assignment tab that states “I reviewed the course syllabus.” |
| 🕮 HOMEWORK for  **Week 1**  October 10 to October 16 | **Prior to first class session**  🖳 Print and read course syllabus  ☞ Establish a WBU email account and send an email message to the instructor at [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu) from WBU email account **by October 11**. (Instructions for establishing a WBU email account is located within the course BlackBoard site.  🕮 **Read Chapters 1 & 2 – Noe et al.**   * Write a response to Weekly Topic Assignment (WTA #1) |
| **Week 1 Folder** | 🖳 **In Week 1 Folder:** View and listen to 5 video lectures (1) The Focus of this Course, (2) Syllabus/BlackBoard and Overview, (3) Systems Thinking, (4) Chapter 1, and (5) Chapter 2.  Post response toWeekly Topic Assignment (WTA) #1 prompt by **Sunday, October 16**. |
| 🕮 HOMEWORK for **Week 2**  October 17 to October 23 | **Read Chapters 3 & 4 - Neo et al.**  **Assignment:**   * Write a response to Weekly Topic Assignment #2 prompt. * In Week 2 Folder - download and read HR Case Study and download HR Case Study paper template and rubric. * The **HR Case Study analysis paper** is due Friday, December 9. |
| **Week 2 Folder** | 🖳 **In Week 2 Folder:** View and listen to 2 video lectures, Chapter3 and Chapter 4  Post response to WTA #2 prompt and provided feedback to one peer by **Sunday, October 23.**  Print and read HR Case Study narrative |

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| Date & Session # | Homework, Activities and Assignments |
| 🕮 HOMEWORK for **Week 3**  October 24 -  October 30 | **Read Chapters 5 & 6 – Neo et al.**  **Assignment:**   * Write a response to WTA #3 prompt. |
| **Week 3 Folder** | 🖳 First live Collaborative Ultra session, Tuesday, October 25. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within the tab titled: Collaborate Sessions. Use only Google Chrome to access this live Collaborate Session.  🖳 **In Week 3 Folder**: View and listen to 2 video lectures Chapter 5 and Chapter 6  Post response to WTA #3 prompt and provided feedback to one peer by **Sunday, October 30** |
| 🕮HOMEWORK for **Week 4**  October 31 –  November 6 | **Read Chapters 7 & 8 – Neo et al.**  **Assignment:** Write response for WTA #4 prompt. |
| **Week 4 Folder** | **🖳 In Week 4 Folder**: View and listen to 2 video lectures Chapter 7 and Chapter 8  Post response to WTA #4 prompt and provided feedback to one peer by **Sunday, November 6** |
| 🕮HOMEWORK for **Week 5**  November 7 –  November 13 | **Read Chapters 9 & 10 – Neo et al.**  **Assignment:** Write a response to WTA #5 prompt. |
| **Week 5 Folder** | **🖳 In Week 5 Folder:** View and listen to 2 video lectures Chapter 9 and Chapter 10  Post response to WTA #5 prompt and provided feedback to one peer by **Sunday, November 13** |

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| Date & Session # | Homework, Activities and Assignments |
| 🕮 HOMEWORK for **Week 6**  November 14 –  November 20 | **Read Chapters 11 & 12 – Neo et al.**  **Assignment:** Write a response to WTA #6 prompt.  Print and review HR Case Study Requirements |
| **Week 6 Folder** | **🖳 In Week 6 Folder**: View and listen to 2 video lectures Chapter 11 and Chapter 12  Post response to WTA #6 prompt and provided feedback to one peer by **Sunday, November 20** |
| **November 21 to November 27 Thanksgiving Break**  **To you and yours HAPPY THANKSGIVING** | |
| 🕮HOMEWORK for **Week 7**  November 28  December 4 | **Read Chapters 13 & 14 – Neo**  **Assignment:** Write a response to WTA #7 prompt.  Work HR Case Study analysis paper – due Friday, December 10 |
| **Week 7 Folder** | 🖳 Second live Collaborative Ultra session, Tuesday, November 29. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within the tab titled: Collaborate Sessions. Use only Google Chrome to access this live Collaborate Session.  🖳 **In Week 7 Folder**: View and listen to 2 video lectures Chapter 13 and Chapter 14  For **EXTRA CREDIT**, post response to WTA #7 prompt and provided feedback to one peer by **Sunday, December 4** |
| 🕮HOMEWORK for **Week 8**  December 6 –  December 11 | Respond to Weekly Topic Assignment #8 prompt.  Work HR Case Study analysis paper – due Friday, December 9. |
| **Week 8 Folder** | Post a response to WTA #8 prompt by Friday, December 9.  🗐 **UPLOAD** HR Case Study analysis paper through the “Assignment” link within Week 8 Folder by mid-night**, Friday, December 9.**  Final course grades will be posted **within Student Services** NLT noon (Central Time Zone) **Tuesday, December 13** |

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| NOTE: The professor reserves the right to alter this schedule as needed. Any revisions to this study plan will be announced through email to student’s WBU email account. |

**Additional Information**

* 1. **Class members’ WBU Email Accounts:** By week 1 of theterm, class members will establish a WBU email account, and send an email to the instructor using the student’s WBU email account. This is a mandatory requirement. If a class member has trouble establishing a WBU email account, then contact the instructor via the telephone number provided in this syllabus**. NOTE:** My email address is [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu)
  2. **Class members will check their respective WBU email accounts every week.**
  3. **Course/Assignment Information:**
     1. Students will need Internet to access BlackBoard. Additionally, students will need a computer with speakers or headsets to listen to voice embedded video PowerPoint lectures.
     2. All assignments are due is NLT 11:59 p.m. for the time zone the student resides. Late assignments are subject to score reduction.
     3. All written assignments will be assessed on three criteria: 1) content, 2) grammar and punctuation, and 3) proper application of APA writing style (7th ed.).
     4. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
     5. All work will be the original work of the individual student. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty will result in a zero (0) for an assignment, and additional actions as outlined within online WBU Academic Catalog 2022-2023, may be taken by the instructor.
     6. Class members with questions as to what constitutes Plagiarism should read the *University Statement on Plagiarism and Academic Honesty* which is in the Course Info/Syllabus Folder. Additionally, in the “Course Info/Syllabus Folder” I placed a video presentation on what constitutes Plagiarism, how to avoid Plagiarism, and the consequences for submitting course work that has been found to have been Plagiarized.
     7. A class member’s first point-of-contact for this course is the professor. If the professor cannot provide a satisfactory response, then the graduate students will next contact the student’s respective campus dean.

1. **Expectations and Responsibilities:**
   * 1. **Instructor**: As the instructor, I am responsible to communicate and instruct the course standards by presenting clear, meaningful video lectures, providing students timely and useful feedback on assignments, and responding back to students in a timely manner.
     2. **As a class member in this online course here are my expectations:**
   1. You will read this syllabus completely and understand your responsibilities.
   2. You will enter each on-line class session having read the assigned chapter(s) and having listened to the corresponding chapter lectures posted within BlackBoard.
   3. You will complete and turn assignment at the due date.
   4. You will present questions when text and /or lectured material are unclear.
   5. You will commit yourself to the learning process.
   6. **You will communicate with the professor.**