**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**1. SYLLABUS Template MGMT 3324 B.docx**

**2. UNIVERSITY 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.

**3. COURSE NUMBER & NAME:** MGMT 3324 – VC01, Human Resource Management

**4. TERM:** Fall 1 2020

**5. INSTRUCTOR:** Otto B. Schacht, Emeritus Professor of Business

**6. CONTACT INFORMATION**: I am not provided an office or phone by WBU, therefore the Office Phone Number is Not Applicable. schachto@wbu.edu (Primary Mode of Two Way Communication)

**7. OFFICE HOURS, BUILDING & LOCATION**: Virtually As Soon As I Know You Need Assistance

**8. COURSE MEETING TIME & LOCATION**: Continuously, Blackboard and Textbook

**9. 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.

**10. PREREQUISITE:** MGMT 3304

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**: This course participates in the Automatic eBook program

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Christian Scripture and Human Resource Management | Roberts | Cur | 2015 | Springer | 9781-13744-0662 | 3-6-17 |

**12. OPTIONAL MATERIALS**

* System Requirements: Online courses require that the student have: Compatible Word processing programs: Microsoft Word (either singly or as part of Microsoft Office) or Word Perfect: Must save work in format which is viewable in MS Word.
* Internet Browsers (one of the following): Internet Explorer, Google Chrome, Firefox.

# 13. COURSE OUTCOMES AND COMPETENCIES:

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

**14. ATTENDANCE REQUIREMENTS:** As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy. Submission of Assignments and Exams on or before the DUE Date and Time will satisfy the attendance requirements. Any late submission of Assignments or Exams will be considered non-attendance and will result in “0”, “Zero”. “No” points being awarded. Dates and Times are as of Plainview, Texas.

**15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:** 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.

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**16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**17. COURSE REQUIREMENTS and GRADING CRITERIA**: 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 Executive Vice President of Academic Affairs/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.

**COURSE REQUIREMENTS and GRADING CRITERIA Continued**:

Eleven (12) Weekly Assignments @ 100 points each = 1,200 points

Mid-Term Exam @ 500 points = 500 points

Final Exam = 500 points

 Total Points Possible = 2,200 points

Grades; A, B, C, D, or F, will be assigned on total points received:

A – 1980 to 2200 points, B – 1760 to 1979 points, C – 1540 to 1759 points,

D – 1320 to 1539 points, F – less than 1320 points.

WEEKLY ASSIGNMENTS AND EXAMS - NORMALLY:

A. Assignments will be available as soon as you have been enrolled into and have access to the course in Blackboard. Assignments will be due No Later Than 11:30 pm on Due Dates as listed on page 3, Tentative Schedule, of this document. Please notice any exceptions and that the day of the week changes. As each due date/time occurs the associated Assignment will become unavailable. Assignments will be graded within 2 (two) days after the due date. Assignments submitted in advance of the due date will not be graded until the due date has occurred. Grades for Assignments will be recorded/posted in Blackboard. Additional Information in Course Announcements in Blackboard.

B. Exams will be available as soon as you have been enrolled into and have access to the course in Blackboard. Exams will be due No Later Than 11:30 pm on Due Dates as listed on page 3 (Three); Tentative Schedule, of this document. Please notice any exceptions. As each due date/time occurs the associated Test will become unavailable.

C. Exams will be graded within 2 (two) days after the due date. Exam grades will be recorded/posted into the Blackboard grade book. Each test will be timed and you will have 1.5 hours to complete gradable questions. Any questions after 1.5 hours will not be graded. Additional Information in Course Announcements in Blackboard.

 EXCEPTIONS:

Holidays as specified by Virtual Campus and/or University Policy as noted in Tentative Schedule (page 3).

**17.1 Grade Appeal Statement:** “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/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.”

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**18. TENTATIVE SCHEDULE**

**SCHEDULE MGMT 3324 VC01 Fall 1 2020**

 Item Due

 No Later Than 11:30 pm on day and date indicated

 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Assignment 1 Aug 20

Assignment 2 Aug 24

Assignment 3 Aug 28

Assignment 4 Sept 1

Assignment 5 Sept 5

Assignment 6 Sept 9

Mid–Term Sept 14

Assignment 7 Sept 17

Assignment 8 Sept 21

Assignment 9 Sept 25

Assignment 10 Sept 28

Assignment 11 Oct 2

Assignment 12 Oct 6

Final Exam Oct 10

**19. ADDITIONAL INFORMATION:**

 A. Most of the information needed for this course will be communicated to you in the Blackboard site and in the Textbook.

B. Primary Mode of Communication will be the Wayland Baptist University email system. I have a WBU email account and each student has one also. The subject line of any email for this course will begin with MGMT3324VC01.

C. Secondary Mode of Communication will be the Wayland Baptist University email system. I have a WBU email account and each student has one also. The subject line of any email for this course will begin with MGMT3324VC01.

 D. Required Textbook should be purchased from Wayland Baptist University Bookstore. Verify the ISBN.

 E. During the term the score you will see in Blackboard should be the actual percentage of points you have at that point in time. You will be able to determine if an assignment or test has been recorded or not.

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