**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 1 2023>>

**Instructor**

**:** <<Mr. John McClusky>>

**Office Phone Number/Cell #**

**:** <<(520) 312-9570>>

**WBU Email Address**

**:** << john.mcclusky@wayland.wbu.edu>>

**Office Hours, Building, and Location**

**:** << Office Hours: 8:00 AM – 8:00 PM, M-SN, WBU Online>>

**Class Meeting Time and Location**

**:** << WBU Online>>

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Christian Scripture and Human Resource Management  | Roberts | Cur | 2015 | Springer | 9781-13744-0679 |
| \*\*Supplement Below\*\* |  |  |  |  |  |
| Fundamentals of Human Resource Management | Noe | 9th | 2022 | McGraw-Hill | 9781-26413-1143 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

* **:** <<
* Computer and Internet access required for full participation in this online course.
* Word processing software compatible or readable by Microsoft Word>>

**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

**Course Outcome 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.

**Attendance Requirements**

WBUonline

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. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their 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 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. 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 session 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 attendance policy..

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. 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, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for

24/7 Blackboard Support.

**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.

**Course Requirements and Grading Criteria**

* << Exams (OPEN BOOK): 1. Mid-Term: online (proctor not required) 2. Final: online (non-cumulative, proctor not required. The two exams account for 43.5% of the final grade.
* Written Assignments: (see Content Folder with each assigned week on the course homepage). Weekly assignments consist of chapter questions pertaining to the textbook assigned reading assignments. Submit written assignments online in Blackboard within the respective week’s assignment folder by typing a response in the textbox or copying/pasting your response in the textbox. All assigned questions require responses within the text box in Blackboard and are due Sunday night by 11:59 PM CST. The eight weekly assignment questions account for 43.5% of the final grade.
* Discussion Board: One discussion topic is assigned each week; three weekly posts are required (one discussion topic response post plus two feedback posts to two separate classmates response submissions). Weekly discussions are valued at a total of 15 points (5 points for the topic response; 5 points for each of the 2 feedback posts); posts are due Sunday night by 11:59 PM CST. The weekly discussion points account for 13% of the final grade.
* Reading Assignments: Course Content presents the chapter reading assignment(s) in the weekly assignment folder.

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**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 microterm 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 I is converted to an F.

**Tentative Schedule**

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| **WEEK** | **ASSIGNED CHAPTERS/ASSIGNMENTS/DISCUSSIONS** | **DATES** |
| **1** | Text: Servant Leader HRM: Chp 1: (Foundational Principles)Discussion Board: Introductions, WK 1 Topic-5 pts; Chp 1 Assignment  | **Aug 7 - 13, 2023** |
| **2** | Text: Servant Leader HRM: Chp 2 (Biblical Foundation) and Chp 3 (Organizational Integrity)Discussion Board: WK 2 Topic-5 pts; Chp 2 & Chp 3 Assignments  | **Aug 14 – 20, 2023** |
| **3** | Text: Servant Leader HRM: Chp 4 (Chg Mgt) and Chp 5 (Empowerment and Discipleship)Discussion Board: WK 3 Topic-5 pts; Chps 4 & 5 Assignments | **Aug 21 – 27, 2023** |
| **4** | Text: Servant Leader HRM: Chp 6 (Fair Employee Treatment) and Chp 7 (Work/Life Balance)Discussion Board: WK 4 Topic-5 pts; Chps 6 & 7 Assignments | **Aug 28 – Sep 2, 2023** |
| **5** | **Mid-Term Exam (Chps 1 – 6) Due: Sep 10, 2023** Text: Servant Leader HRM: Chp 8 (Performance Management)Discussion Board: WK 5 Topic-5 pts; Chp 8 Assignment | **Sep 4 – 10, 2023****Monday, Sep 4, Labor Day Holiday** |
| **6** | Text: Servant Leader HRM: Chp 9 (Staffing Principles)Discussion Board: WK 6 Topic-5 pts; Chp 9 Assignment | **Sep 11 – 17, 2023****\*Remember 9-11** |
| **7** |  Text: Servant Leader HRM: Chp 10 (Training & Development) and Chp 11 (Compensation Management)Discussion Board: WK 7 Topic-5 pts; Chps 10 & 11 Assignment | **Sep 18 – 24, 2023** |
| **8** | Text: Servant Leader HRM: Chp 12 (Final Reflections)Discussion Board: WK 8 Topic-5 pts; Chp 12 Assignment**FINAL EXAM DUE (Chps 7 – 12): Sep 30, 2023** | **Sep 25 – 30, 2023** |

**Additional Information**

<< In this online course, communication is critical; should you need to communicate with the instructor, you have multiple options: Course Messaging or via our Wayland Baptist University email. You may also contact me via phone. While weekly discussion topics are required and account for 13% of the grade, additional communication may be necessary such as keeping the instructor informed of situations that may impact your ability to complete course assignments.>>