**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 2025>>

**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 7 a.m. – 7 p.m. CST. MON – SUN; WBUonline>>

**Class Meeting Time and Location**

**:** <<WBUonline>>

**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

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Managing Human Resources  With MindTap | Snell/Morris | 19th | 2023 | Cengage | 9780-35771-6533 |

*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. Word processing software is optional.>>

**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)

**Artificial Intelligence:** <<**No use of any generative AI tools permitted.**

* + 1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
    2. All assignments must be fully created, designed, and prepared by the student(s).
    3. Any work that uses generative AI will be treated as plagiarism.>>

**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.

**Course Requirements and Grading Criteria**

<< **Course Requirements:**

* Exams (OPEN BOOK): 1. Mid-Term Exam: online (proctor not required) 2. Final Exam: online (non-cumulative, proctor not required). The two exams total 400 points (200 points each) and account for 40% of the final grade.
* Written Assignments: Weekly assignments consist of chapter questions pertaining to the textbook 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 essay responses (minimum one paragraph in length) within the text box in Blackboard and are due Sunday night by 11:59 PM CST. To improve quality in responses, a suggestion would be to type and save responses on a computer word processing program, then copy and paste each response in Blackboard. The eight weekly assignments are valued at 50 points each (50 points X 8 weeks) for a total of 400 points and account for 40% 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 discussions total 122 points (includes 2 points for the Census Integrity Statement) which account for 12.2% of the final grade.
* Quizzes (OPEN BOOK): 1. Quiz one value: 39 points. Quiz two value: 39 points. The two quizzes account for 78 points or 7.8% value of the final grade.
* Reading Assignments: Course Content presents the textbook chapter reading assignment(s) in the weekly assignment folder.

**Grading Scale:**

**Grade Percentage Total Points**

A = 90 – 100 900 – 1000

B = 80 – 89 800 – 899

C = 70 – 79 700 – 799

D = 60 – 69 600 – 699

F = Below 60 599 and below >>

**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.

**Tentative Schedule**

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| **WEEK** | **ASSIGNED CHAPTERS/ASSIGNMENTS/DISCUSSIONS** | **DATES** |
| **1** | Chp 1: The Opportunities and Challenges of HR Mgt  Discussion Board: Introductions, WK 1 Topic-5 pts; Chp 1 Assignment | **Jun 2 – 8, 2025**  **DUE: Jun 8** |
| **2** | Chp 2: Strategy and HR Planning Chp 3: EEO and HR Management  Discussion Board: Topic-5 pts; Chp 2 & Chp 3 Assignment, Quiz 1 | **Jun 9 – 15, 2025**  **HOL: MLK Jr Jan 20**  **DUE: Jun 15** |
| **3** | Chp 4: Job Analysis and Job Design Chp 5: Expanding the Talent Pool Chp 6: Employee Selection  Discussion Board: WK 3 Topic-5 pts; Chps 4, 5, 6 Assignment | **Jun 16 – 22, 2025**  **DUE: Jun 22** |
| **4** | Chp 7: Training and Development Chp 8: Performance Management  Discussion Board: WK 4 Topic-5 pts; Chps 7 & 8 Assignment | **Jun 23 – 29, 2025**  **DUE: Jun 29** |
| **5** | **Mid-Term Exam (Chps 1 – 8) Due: Jul 6, 2025**  Chp 9: Managing Compensation  Discussion Board: WK 5 Topic-5 pts; Chp 9 Assignment | **Jun 30 – Jul 6, 2025**  **HOLIDAY: July 4th**  **DUE: Jul 6** |
| **6** | Chp 10: Pay for Performance Chp 11: Employee Benefits Chp 12: Promoting Safety and Health  Discussion Board: Topic-5 pts; Chps 10, 11, & 12 Assignment, Quiz 2 | **Jul 7 – 13, 2025**  **DUE: Jul 13** |
| **7** | Chp 13: Employee Rights and Discipline Chp 14: Dynamics of Labor Relations Chp 15: International HR Management  Discussion Board: WK 7 Topic-5 pts; Chps 13, 14, & 15 Assignment | **Jul 14 – 20, 2025**  **DUE: Jul 20** |
| **8** | Chp 16: Implementing HR Strategy: High-Performance Work Systems  Discussion Board: WK 8 Topic-5 pts; Chp 16 Assignment  **FINAL EXAM DUE (Chps 9 – 16): Saturday, Jul 26, 2025** | **Jul 21 – 26, 2025**  **DUE: Jul 26** |

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**Additional Information**

<< Communication is critical and especially important when circumstances (weather, internet outages, emergencies, etc.) affect a student’s ability to participate. When necessary, ask questions, communicate concerns, or to express any misunderstandings regarding assignments or course work.>>