# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

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

# 3. COURSE NUMBER & NAME:

MGMT 3324-VC02, Human Resource Management

# **4. TERM**:

Fall, 2018 (Aug 20 – Nov 3, 2018)

# **5. INSTRUCTOR**:

Mr. John McClusky

# **6. CONTACT INFORMATION**:

Office phone: (850) 426-1852

WBU Email: john.mcclusky@wayland.wbu.edu

Cell phone: (850) 426-1852

7. OFFICE HOURS, BUILDING & LOCATION:

 8:00 AM (CST) – 8:00 PM (CST); Virtual Campus

# **8. COURSE MEETING TIME & LOCATION**:

 Access available 24 hours a day, 7 days a week; Virtual Campus

# **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**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 as Rich text Format or Open Office: download free at www.openoffice.org (NOTE: Microsoft Works is not supported)

# Internet Browsers (one of the following): Internet Explorer, Netscape, Google Chrome, Firefox

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Describe and classify the global marketplace for Human Resource Management.
* Interpret technology aspects of Human resource Management.
* Determine changes in demographic and workplace needs.
* Explain the importance of development of human capital (training) and examine models of training.
* Assess the Human Resource environment using market indicators in Human Resource Management.
* Develop strategies of cost containment through Human Resource Management.
* Interpret legal requirements for Human Resource Management.
* Develop Human resource policy for a firm.
* Prepare 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.

# **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.

# **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**:

* Exams (OPEN BOOK): Mid-Term: Multiple Choice – Chapters 1-8 (30 % of Final Grade) (taken in Blackboard; no Proctor required); Final: Multiple Choice – Chapter 9-16 (30 % of Final Grade-no proctor)
* Written Assignments (See Assignments Folder in Blackboard): An assignment folder has been set up for each week of the course. These folders contain your lecture notes, reading assignments, weekly assignments, and a link to the weekly Discussion Board question. All work must be submitted by the deadline posted. Each week the following should be completed: read the assigned chapter(s) and lectures; read each chapter’s "weekly discussion board topic"; provide your Discussion Board input; complete the weekly written assignment which is the chapter(s) end of chapter discussion questions. Submit written assignments to the Assignments area for the assigned week. Place your name, assignment, and date on the top page of all homework. For questions that ask to explain, discuss, or answer why, please do so; responses not fully explained or discussed will receive a deduction in points. For WHY, EXPLAIN, DISCUSS, OR DESCRIBE questions, generally, one or two sentence responses are NOT sufficient to fully respond to these types of questions.Insufficient responses will receive point deductions. When saving your written work, please save using your last name and the chapter or week #; for example, "mcclusky\_wk4".
* Discussion Board: Each week (except weeks 6 and 11) there will be a graded discussion topic; to receive the weekly points, **participation must take place prior to the end of the assigned week.** Discussion points are valued at 5 points each week; REQUIREMENT: respond to the discussion topic PLUS replies to **at least two classmates’** input. To receive the 5 points, there will be 3 discussion entries total: 1 response to question(s) plus 2 replies to classmates. Failure to reply to classmates, only partial points will be provided. Discussion replies to classmates should be more than “I agree” or “Great”; please explain why you agree or disagree.
* Grading:90 – 100 = A 800-720 points

80 – 89 = B 719-640 points

 70 – 79 = C 639-560 points

 60 – 69 = D 559-480 points

 0 – 59 = F 479-below points

* Grading Scheme: Participation & Online Discussions (10%)

 Homework (30%)

 Mid-Term Exam (30%)

 Final Exam (30%)

**17.1 Include 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.”

# 18. TENTATIVE SCHEDULE

 **Week Chapter(s) Assigned Dates**

|  |  |  |
| --- | --- | --- |
| 1  | Reading: Chapter 1 Reading & Written Assignment**WEEKLY DISCUSSION BOARD** | Aug 20 - 26, 2018 |
| 2  | Reading: Chapter 2 Reading & Written Assignment**WEEKLY DISCUSSION BOARD** | Aug 27 – Sep 2, 2018 |
| 3 | Reading: Chapter 3 Reading & Written Assignment**WEEKLY DISCUSSION BOARD**M**onday Sep 3, Labor Day Holiday** | Sep 4 – Sep 9, 2018  |
| 4  | Reading: Chapters 4 & 5 Readings & Written Assignments**WEEKLY DISCUSSION BOARD** | Sep 10 – Sep 16, 2018  |
| 5  | Reading: Chapter 6 Reading & Written Assignment**WEEKLY DISCUSSION BOARD** |  Sep 17 – Sep 23, 2018 |
| 6  | **MIDTERM EXAM: Chapters 1 through 6 in BLACKBOARD** **Exam will be available in Backboard during week 6.** | Sep 24 – Sep 30, 2018  |
| 7  | Reading: Chapters 7 & 8 Reading & Written Assignment**WEEKLY DISCUSSION BOARD****LAST DAY TO DROP WITH “W” GRADE: Apr 20, 2018** | Oct 1 – Oct 7, 2018 |
| 8  | Reading: Chapter 9 Reading & Written Assignment**WEEKLY DISCUSSION BOARD****LAST DAY TO DROP WITH WP/WF GRADE: Apr 27, 2018**  | Oct 8 – Oct 14, 2018  |
| 9  | Reading: Chapter 10 & 11 Readings & Written Assignments**WEEKLY DISCUSSION BOARD** | Oct 15 – Oct 21, 2018  |
| 10  | Reading: Chapter 12 Reading & Written Assignment**WEEKLY DISCUSSION BOARD** | Oct 22 – Oct 28, 2018  |
| 11  | **FINAL EXAM: Chapters 7 through 12 in blackboard****COMPLETE OPEN BOOK ONLINE FINAL EXAM NO LATER THAN November 3, 2018** LAST DAY OF COURSE**: Saturday, November 3, 2018**  | Oct 29 – Nov 3, 2018  |

# 19. ADDITIONAL INFORMATION

In this online course, communication is critical; should you need to communicate with me, our Wayland Baptist University email works well. You may also contact me via phone. While weekly discussion topics are required and account for 10% 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.