

**Virtual Campus**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. **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.

2. **Course:** **MGMT 6312**– VC01 Seminar in Human Resource Management and Strategy

3. **Term:** Fall 2018

4. **Instructor:** Dr. Jan Jones

5. **Office Phone and email:** 270-227-9445 / jonesj@wbu.edu

6**. Office Hours, Building, and Location:** Virtual Campus

7. **Class Meeting Time and Location:** This course meets weekly through Virtual campus - Blackboard.

8. **Catalog Description:** Examination of classic and contemporary models of human resource planning and management as a part of strategy planning and implementation. Preparation of a research proposal on a human resource management topic required.

9. **Prerequisites:** Doctoral student status

10. **Required Textbook and Resources:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| 1. Applying Advanced Analytics to HR Management Decisions: Methods for Selection, Developing Incentives, and Improving Collaboration | James C. Sesil | 1st | 2014 | Pearson | Print ISBN : 9780134770949  eText ISBN : 9780133064643 |
| 1. Guide to the Human Resource Body of Knowledge (HRBoK) | Sandra M. Reed | 1st | 2017 | Wiley | 978-1-119- 37488-6 |
| 1. Publication Manual of the American Psychological Association (APA) | N/A | 6th |  | American Psychological Association. | Optional, can use online resources |

1. Internet access
2. Active WBU Student email account - ALL announcements will be sent using the WBU email address.

Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class.  The prices are very competitive with the market and in most cases below the standard cost.  The price of the textbook will be billed to your student account.  To check the price of the textbook please locate your required course material at [https://bookstore.wbu.edu](https://bookstore.wbu.edu/)​. Once you access the textbook it will ask you if you would like to opt-out.  If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available.

11. **Optional Materials:**

* Any text book that covers the basic functions of Human Resource Management

12. **Course Outcome Competencies:** Upon completion of this course the student should be able to:

1. Critique and synthesize theories in human resource management as a strategic tool in business organizations
2. Propose research projects that extend or combine research in the management of human resource systems or other related topics
3. Apply human resource management research theories to current management problems
4. Analyze and interpret external and internal environment in the strategic process
5. Develop HR strategies of cost containment through HRM
6. Plan and create policies that support business strategy

13. **Attendance Requirements On-line Course**: Students are expected to attend and participate in all required instructional activities in this course. Specific weekly instructional activities are incorporated within this course. Online attendance and participation is defined as actively logging into the course Blackboard site weekly and engaging in scheduled weekly instructional activities, such as, 1) participating within a discussion board forum, 2) submitting completed assignments, 3) listening to video lectures, and/or 4) participating in scheduled collaborate class sessions. Lastly, any student whose absences exceed 25% or more of this online course may receive an F for that course. Note: 25% equals to 3 classes of the 11 class sessions scheduled. Additionally, a *Report of Unsatisfactory Progress* for excessive non-participation may be filed with the Dean of the School of Business.

14**. Statement of Plagiarism and 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.

15. **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” (online WBU Academic Catalog).

16. **Course Requirements and Grading Criteria**: It is expected that the student will spend approximately six to ten hours a week engaged in course work and course preparation. All course work must be typed. Course work submitted late is subjected to a grade reduced of 1.5% for each day the assignment is late. For the sake of time management, see paragraph 17, Tentative Schedule. A breakout of course requirements are listed below:

1. **Discussion Board:** During the term, there will be six distinctive discussion board forums. The specific discussion board topic and due dates will be found in the Blackboard Discussion Board tab. Specific requirements and grading rubric will be found in Blackboard Course Content tab. **The six** **Discussion Board forums represent 30% of the total grade.**
2. **Human Resource Management (HRM) Applied Research Literature Reviews:** The students will develop eight literature reviews on the six HRM function areas. The specific requirements, format, grading rubric, and due date will be found in the Weekly Course Content tab, within Blackboard. **The HRM Research Proposal represents 30% of the total course grade.**
3. **Human Resource Management (HRM) Applied Research Paper:** The students will research and write a paper that discusses the strategic application of HRM in developing human who can create value for an organization. The students are required to choose from major theory areas dealing with commitment, motivation, organizational design, or organizational behavior. With this major theory area, the student will correlate it with data analytics. **Human Resource Management (HRM) Applied Research Paper represents 30% of the total course grade.**
4. **Presentation of HRM Applied Research Paper:** The students will develop and present a PowerPoint presentation of the student’s HRM Applied Research Proposal. Guidance of this presentation will be posted within the Course Content tab within the course Blackboard site. The presentation will be conducted through a Collaborate Plus session. **The Presentation of the HRM Research Proposal represents 10% of the total course grade.**
5. **Means for Assessing Outcome Competencies:**
6. Procedures Used to Compute Final Course Grade:

|  |  |
| --- | --- |
| **Evaluated Area** | **Percentage** |
| 1. Blackboard Discussion | **30%** |
| 2. HRM Applied Research Proposal Literature Reviews | **30%** |
| 3. HRM Applied Research Proposal paper | **30%** |
| 4. Presentation of HRM Applied Research Proposal | **10%** |
|  | **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:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 points to 89.5 points | 100% to 90% |
| **B** | 89.4 points to 79.5 points | 89% to 80% |
| **C** | 79.4 points to 69.5 points | 79% to 70% |
| **D** | 69.4 points to 59.5points | 69% to 60% |
| **F** | 59.4 and below | 59% and below |
| **I** |  | Incomplete: See important grading information below |

1. **WBU Additional Grading Policy:** 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/Provost 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.
2. **Tentative Schedule: For the purpose of time management, the course schedule is provided below:**

| **Date & Session #** | **Activities and Assignments** |
| --- | --- |
| Session 1:  **Overview of HRM and its 6 functions**  **HRM as a strategic partner**   * Define human resource management. * Identify the human resource management functions. * Describe who performs human resource management activities. * Explain how HR serves as a strategic business partner. * Identify the elements of the dynamic HRM environment. | Prior to first class **Session #1**  🕮 Print and carefully read course syllabus  🕮 Read all student resources documents  🕮 Read Chapters 1& 2: The Human Resource Body of Knowledge HRBoK™ - Sandra Reed  🕮 Read Chapter 1: James C. Sesil  ☞ Establish a WBU email account (Instructions for establishing a WBU email account is located within the course Blackboard site.  **🖉 Discussion Board Forum #1:** Complete Discussion Board Self -Introduction. |
| Session 2:  **Work Force Planning and Employment**  **Job Analysis and Human Resource Planning:** | 🕮 Read Chapter 3: Sandra Reed - Workforce Planning and Employment  🕮 Read Chapter 3: James C. Sesil  **🖉 Discussion Board Forum:** Complete Discussion Board assignment  🖳 Prepare assignments listed on Blackboard. |
| Session 3:  **Workforce Planning and Employment:**  **Recruitment and Selection:** | 🕮 Read Chapter 3:Sandra Reed - Workforce Planning and Employment  🕮 Read Chapter 4: James C. Sesil -  🖳 Prepare assignments listed on Blackboard. |
| Session 4:  **Performance and Appraisal Management:** | 🕮 Read Chapter 4: Sandra Reed – Performance Management  🕮 Read Chapter 5: James C. Sesil    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 5:  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil  🖳 Prepare assignments listed on Blackboard. |
| Session 6:  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil - Value Creation and Advanced Analytics    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 7:  **Compensation:** | 🕮 Read Chapter 5: Sandra Reed - Compensation and Benefits  🕮 Read Reach Chapter 4: James C. Sesil - Human Science and Incentives  🖳 Prepare assignments listed on Blackboard. |
| Session 8:  **Employee and Labor Relations:** | 🕮 Read Chapter 6: Sandra Reed - Employee and Labor Relations  🕮 Read Chapter 4: James C. Sesil    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 9:  **Risk Management (Safety and Health):** | 🕮 Read Chapter 7: Sandra Reed - Risk Management  🕮 Read Chapters 4: James C. Sesil  🖳 Prepare assignments listed on Blackboard. |
| Session 10:   * **Critique and synthesize theories in human resource management as a strategic tool in business organizations** * **Apply human resource management research theories to current management problems** | 🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 11:   * **Critique and synthesize theories in human resource management as a strategic tool in business organizations**   **Apply human resource management research theories to current management problems** | 🖳 Prepare assignments listed on Blackboard. |
| 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. | |

1. Additional information as desired by the faculty member.
2. **Students’ WBU Email Accounts:** By week 1 of theterm, students enrolled in this course must obtain a WBU email account. This is a mandatory requirement, as I will communicate with the students enrolled in this course through Blackboard email. If a student experiences difficulty establishing a WBU email account, then the graduate student needs to contact the University’s IT department at [itsupport@wbu.edu](mailto:itsupport@wbu.edu) or by phone at 1-800-203-9048.