



WBU Online
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, and service to God and humankind.

3. COURSE NUMBER & NAME:

MGMT 3324-VC02, Human Resource Management

4. TERM:

Fall, 2019

5. INSTRUCTOR:

Mr. John McClusky

6. CONTACT INFORMATION:

- Office phone: (520) 312-9570
- WBU Email: john.mcclusky@wayland.wbu.edu
- Cell phone: (520) 312-9570

7. OFFICE HOURS, BUILDING & LOCATION:

MON – SUN: 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
<u>Christian Scripture and Human Resource Management</u>	Roberts	Cur	2015	Springer	9781-13744-0662	3-6-17

NOTE: *VitalSource eTextbook NOT AVAILABLE*

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.
- Define the technological aspects 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.

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, "mccclusky_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:

Grade	Letter Grade	Points
90 – 100	A	800-720
80 – 89	B	719-640
70 – 79	C	639-560
60 – 69	D	559-480
0 – 59	F	479-below

Grading Scheme:

Course Component	Weight
Participation & Online Discussions	10%
Homework	30%
Mid-Term Exam	30%
Final Exam	30%

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.”

18. TENTATIVE SCHEDULE

Week	Chapter(s) Assigned	Dates
1	Reading: Chapter 1 Reading & Written Assignment WEEKLY DISCUSSION BOARD	Aug 19 - 25, 2019
2	Reading: Chapter 2 Reading & Written Assignment WEEKLY DISCUSSION BOARD INSTRUCTOR: Course No-Show Report Due Mar 12, 2019 (Students that have NOT participated in BLACKBOARD will be reported as NO-SHOWS)	Aug 26 – Sep 1, 2019
	LABOR DAY HOLIDAY, Monday	Sep 2, 2019
3	Reading: Chapter 3 Reading & Written Assignment WEEKLY DISCUSSION BOARD	Sep 3 – 8, 2019
4	Reading: Chapters 4 & 5 Readings & Written Assignments WEEKLY DISCUSSION BOARD	Sep 9 – 15, 2019
5	Reading: Chapter 6 Reading & Written Assignment WEEKLY DISCUSSION BOARD	Sep 16 – 22, 2019
6	MIDTERM EXAM: Chapters 1 through 6 in BLACKBOARD Exam will be available in Backboard during week 6.	Sep 23 – 29, 2019
7	Reading: Chapters 7 & 8 Reading & Written Assignment WEEKLY DISCUSSION BOARD INSTRUCTOR: Report of Unsatisfactory Progress Due Oct 4.	Sep 30 Oct 6, 2019

Week	Chapter(s) Assigned	Dates
8	Reading: Chapter 9 Reading & Written Assignment WEEKLY DISCUSSION BOARD LAST DAY TO DROP WITH "W" GRADE: Oct 11, 2019	Oct 7 – 13, 2019
9	Reading: Chapter 10 & 11 Readings & Written Assignments WEEKLY DISCUSSION BOARD LAST DAY TO DROP WITH WP/WF GRADE: Oct 18, 2019	Oct 14 – 20, 2019
10	Reading: Chapter 12 Reading & Written Assignment WEEKLY DISCUSSION BOARD	Oct 21 – 27, 2019
11	FINAL EXAM: Chapters 7 through 12 in blackboard LAST DAY OF COURSE: Saturday, Nov 2, 2019	Oct 28 – Nov 2, 2019

19. ADDITIONAL INFORMATION

In this online course, communication is critical; should you need to communicate with the instructor, 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.