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WBUOnline

**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 5309-VC02, *Human Resource Management Practices*

# **4. TERM**:

Fall, 2019 (August 19 to November 2, 2019)

# **5. INSTRUCTOR**:

Dr. Dave Rambow, Professor of Management, School of Business

# **6. CONTACT INFORMATION**:

Contact phone: (907) 242-4261

WBU Email: david.rambow@wayland.wbu.edu

Cell phone: Same as contact phone number

# **7. OFFICE HOURS, BUILDING & LOCATION**:

No office hours: Contact professor by email or cell phone

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

Meeting day & time: Course meets online beginning Monday, August 19, through November 2 through WBUonline, BlackBoard

# **9. CATALOG DESCRIPTION**:

Comprehensive strategic human resource management; philosophy of human resource management; behavioral science perspectives; ethical and legal environmental influences of employee and labor relations, diversity issues, and globalization challenges; performance management including metrics; information system tools, rewards, training, career management, and organizational change; analysis and design of jobs.

# 10. PREREQUISITE:

BUAD 5300 (For the M.P.A. MGMT 3304 only)

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

Noe, R.A., Hollenbeck, J. R. and Gerhart, B. (2019). *Human resource management: Gaining a competitive advantage* (11th ed.). New, NY: McGraw-Hill ISBN: 9781-26014-2297

# 12. OPTIONAL MATERIALS

I placed in BlackBoard, within the “Course Resources” tab, an additional Human Resource Management book in an Adobe format.

Armstrong, Michael. (2009). *Armstrong’s handbook* of *human resource management* (11th ed.). Philadelphia, PA: Kogan Page, Ltd.

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

* Analyze the external environment and the internal processes of an organization to identify HR issues.
* Appraise an organization’s human resource workforce needs using the HRM functions of HR planning, recruiting, selection, and training.
* Analyze an organization’s human resource development needs using the HRM functions of talent management and performance management.
* Evaluate an organization’s compensation management system against an organization’s performance management and goals.
* Appraise the role of HRM in management and union relations in an organization. organization
* Formulate application of course information towards Professional Human Resource Certification Examination.

# 14. ONLINE ATTENDANCE REQUIREMENTS:

As stated in the Wayland Baptist University 2018-2019 Academic Catalog, graduate 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. The instructor in online courses is responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, the instructor is responsible for incorporating specific instructional activities within the 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 3 or more weeks of an 11-week term, may receive an F for that course. The 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 term 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 online 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 (2019-2020 WBU Academic Catalog).

# **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 (2019-2020 WBU Academic Catalog).

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

1. All college-level work well be typed. Course work submitted late may be subject to a reduced by 1.5% for each day an assignment is late. For the sake of time management, see paragraph 18, Tentative Schedule. I list below a breakout of course requirements with grading criteria. **All Course Assignments:** All course assignments are due by mid-night in the time zone a student resides on the dates indicated for various assignments within the course syllabus, tentative schedule. All course work must be “original” meaning that students were the authors of all assignments. Original work further means that when ideas, concepts, theories, and/or principles are applied from another author, that credit is given in an APA citation.
2. **Students will check their respective WBU email accounts every week beginning August 19.**
3. **Engagement, Preparation, and Participation**: The learning process mandates student engagement, preparation, and participation. Therefore, it is incumbent upon graduate students prepare for each online session by (1) reading the assigned chapter(s) (2 listen to session video lectures, (3) read and respond to individual assignment feedback, and (4) ask meaningful questions when course material or feedback is not clear. **The rubric below will be used to evaluate engagement, preparation and participation. Engagement, Preparation, and Participation represent 10% of the course total grade.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Online Class Sessions Missed** | | | | |
| **Demonstrated Preparation and Participation Criteria** | **0** | **1** | **2** | **3** | **4** |
| ***Engaged by*** asking questions and responded to assignment feedbacks that *demonstratd preparedness and showed that student applied corrections to assignments from feedback information.* | **100%** | **90%** | **80%** | **70%** | **00%** |
| ***Engaged occassionlly by*** asking questions and responded to assignment feedbacks that *demonstratd preparedness and showed that student occassionally applied applied corrections to assignments from feedback information.* | **90%** | **80%** | **70%** | **60%** | **00%** |
| ***Infrequently Engaged by*** seldom asking questions and responded to assignment feedbacks that *demonstratd preparedness and showed that student occassionally applied applied corrections to assignments from feedback information.* | **70%** | **60%** | **50%** | **40%** | **00%** |
| ***Never*** asking questions and responded to assignment feedbacks that *demonstratd preparedness and showed that student occassionally applied applied corrections to assignments from feedback information.* | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Discussion Topic (WDT):** Beginning with Session 1 through Session 10, a weekly discussion topic (WDT) prompt appears within the “Weekly Discussion Topic” tab, BlackBoard. Each week students craft a scholarly response to a weekly discussion topic (WDT) prompt. The quality of students’ responses within these weekly discussion topic responses will be assessed for a maximum score of 4.0 points. Additionally, students will review and provide peer-to-peer feedback response to one other class member’s WDT post. The quality of students’ peer-to-peer feedback will be assessed for a maximum score of 1.0 points. The total possible points for a WDT response are 5.0 points. **The Ten** **WDT responses represent 50% of the total grade.**

1. **Two HR Case Study Analyses Assignments:** The graduate student conducts two HR Case Study analyses and writes two HR Case Study analysis papers. The due dates for each HR Case Study analysis are found in paragraph 18, *Tentative Schedule*. **Each HR Case Study paper is worth 12% for a total of 24% of the total course grade.**
2. **HR Case Study Final Exam:** An HR Case Study will be used for the final exam. **The** **Final Exam represents 16% of the total course grade.**
3. **Technology Requirements:** Graduate students are expected to perform basic computer hardware and software proficiency with commonly used software programs and maintain current software updates. Additionally, graduate students are responsible to maintain their respective ISP service. To view and listen to video PowerPoint lectures and to enter schedule Collaborate Ultra session, graduate students will use the Google Chrome browser. If a student’s PC does not have the Google Chrome browser, then the browser software can be downloaded for free at the Google Chrome web site. **Students will check their respective WBU email accounts every week.**
4. Means for Assessing Outcome Competencies:
5. Procedures Used to Compute Final Course Grade:
   1. Engagement, Preparation, and Participation …**10%**
   2. Ten BlackBoard Weekly Discussion Topics (WDT) (10 x 5 points each) …**50%**
   3. Two HR Case Studies (2 x 12 points each) …**24%**
   4. HR Case Study Final Exam …**16%**
6. 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 to 89.5 points | 100% to 90% |
| **B** | 89.4 to 79.5 points | 89% to 80% |
| **C** | 79.4 to 69.5 points | 79% to 70% |
| **D** | 69.4 to 59.5points | 69% to 60% |
| **F** | 59.4 points and below | 59% and below |

**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

The tentative schedule provided below indicates specific course activities, assignments, and due dates. This schedule is provided to assist student’s in time management. Make time to review the schedule and note activities and due dates of assignments.

| **Homework &**  **Date & Session #** | **Activities and Assignments** |
| --- | --- |
| 🕮HOME WORK for  Session 1 | **Prior to first class session**  🕮 Print and read course syllabus  ☞ Establish a WBU email account and send an email message to the instructor at [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu) from WBU email account. (Instructions for establishing a WBU email account is located within the course BlackBoard site. |
| **Session #1**  **August 19 to August 25** | 🕮 Read Chapters 1 & 2 - Noe  **🖳 Using only Google Chrome, listen to four voice embedded video lectures** found within BlackBoard, Session 1 tab: 1) Course Introduction and Overview ppt, 2) Systems Thinking, 3) Chapter 1 ppt, and 4) Chapter 2 ppt.  🕮 **Session 1 Assignment:** Complete Weekly Discussion Topic (WDT) #1 prompt by Sunday, August 25. |
| 🕮HOME WORK for Session 2: | **Session 2:** Read Chapters 3 & 4 - Neo  🕮 **Session 2 Homework:**   * Complete Session 2 Weekly Discussion Topic (WDT) prompt. * In Session 2 Tab - download and read HR Case Study #1. * In Session 2 Tab – download HR Case Study #1 paper template. HR Case Study #1 analysis paper is due Thursday, September 5. |
| **Session #2**  **August 26 to**  **September 1** | 🖳  **First live Collaborative Ultra session, Tuesday, August 27. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video lecture which is available within the Collaborate Tab. Use only Google Chrome to access this live Collaborate session.**  **🖳**For those students that missed the 1st live Collaborate Session, listen to the recorded Collaborative Ultra session. **Use only Google Chrome** to access this recorded Collaborate session found within the Collaborate Tab, BlackBoard.  **🖳 Using only Google Chrome, listen to three voice embedded video lectures** found within BlackBoard, Session 2 tab: 1) Chapter 3 ppt., 2) Chapter 4 ppt., and 3) How to Approach HR Case Study #1 ppt.  🕮 **Session 2 Assignment:** Complete Weekly Discussion Topic #2 prompt and provided feedback to one peer by Sunday, September 1. |
| 🕮HOME WORK for Session 3: | **Session 3:** Read Chapters 5 & 6 - Neo  **Session 3 Homework:**   * Complete Session 3 Weekly Discussion Topic prompt. * Complete HR Case Study #1 paper – due Thursday, September 5. Use HR Case Study paper template located within Session 2 Tab. * In Session tab 4, download and read HR Case Study #2. HR Case Study #2 analysis paper is due Thursday, October 3. |
| **Session #3**  **September 2 to September 8** | **🖳 Using Google Chrome, listen to two voice embedded video lectures** found within BlackBoard, Session 3 tab: 1) Chapter 5 ppt. and 2) Chapter 6 ppt.  🕮 **Session 3 Assignments:**   * Complete Weekly Discussion Topic #3 prompt and provided feedback to one peer by Sunday, September 8. * **HR Case Study #1** is due **Thursday, September 5,** by midnight (Central Time Zone). **UPLOAD** HR Case Study #1 through the “Assignment” link within Session 3 Tab. |
| 🕮HOME WORK for Session 4: | **Session 4**: Read Chapters 7 & 8 – Neo  **Session 4 Homework:**   * Complete Session 4 Weekly Discussion Topic prompt. * Work HR Case Study #2 paper – due Thursday, October 3. Use HR Case Study #2 paper template located within Session 4 Tab. |
| **Session #4**  **September 9 to September 15** | **🖳 Using Google Chrome,** **listen to two voice embedded video lectures** found within BlackBoard, Session 4 tab: 1) Chapter 7 ppt. and 2) Chapter 8 ppt.  🕮 **Session 4 Assignment:** Complete Weekly Discussion Topic #4 prompt and provided feedback to one peer by Sunday, September 15. |
| 🕮HOME WORK for Session 5: | **Session 5:** Read Chapters 9 & 10 - Neo  **Session 5 Homework:**   * Complete Session 5 Weekly Discussion Topic prompt. * Work HR Case Study #2 paper. due Thursday, October 3. Use HR Case Study #2 paper template located within Session 4 Tab. |
| **Session #5**  **September 16 to September 22** | **🖳 Using Google Chrome**, **listen to two voice embedded video lectures** found within BlackBoard, Session 5 tab: 1) Chapter 9 ppt. and 2) Chapter 10 ppt.  🕮 **Session 5 Assignments:** Complete Weekly Discussion Topic #5 prompt and provided feedback to one peer by Sunday, September 22. |
| 🕮HOME WORK for Session 6: | **Session 6:** Read Chapters 11 & 12 - Neo  **Session 6 Homework:**   * **Session 6 Weekly Discussion Topic**: Complete session 6 Weekly Discussion Topic prompt. * Complete HR Case Study #2 analysis paper – due Thursday, October 3. Use HR Case Study #2 analysis paper template located within Session 4 Tab. |
| **Session #6**  **September 23 to September 29** | 🖳  **Second live Collaborative Ultra session, Thursday, September 26. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video lecture which is available within the Collaborate Tab. Use only Google Chrome to access this live Collaborate session.**  **🖳**For those students that missed the 2nd live Collaborate Session, listen to the recorded Collaborative Ultra session. **Use only Google Chrome** to access this recorded Collaborate session found within the Collaborate Tab, BlackBoard.  🖳 **Using Google Chrome, listen to two voice embedded video lectures** found within BlackBoard, Session 6 tab: 1) Chapter 11 ppt. and 2) Chapter 12 ppt.  🕮 **Session 6 Assignments:**   * Complete Weekly Discussion Topic #6 prompt and provided feedback to one peer by Sunday, September 29. * Work **HR Case Study #2 analysis paper –** case studyis due **Thursday, October 3,** by midnight (Central Time Zone). |
| 🕮HOME WORK for Session 7: | **Session 7:** Read Chapter 13 - Neo  **Session 7 Homework:**   * Complete week 7 Weekly Discussion Topic prompt. * Complete HR Case Study #2 analysis paper – due Thursday, October 3. Use HR Case Study #2 paper template located within Session 4 Tab. |
| **Session #7**  **September 30 to October 6** | **🖳 Using only Google Chrome, listen to one voice embedded video lecture** found within BlackBoard, Session 7 tab: Chapter 13 ppt.  🕮 **Session 7 Assignments:**   * Complete Weekly Discussion Topic #7 prompt and provided feedback to one peer by Sunday, October 6. * **HR Case Study #2** is due **Thursday, October 3,** by midnight (Central Time Zone). **UPLOAD** HR Case Study #2 through the “Assignment” link within Session 7 Tab. |
| 🕮HOME WORK for Session 8: | **Session 8:** Read Chapter 14 - Neo  **Homework:**   * Complete Session 8 Weekly Discussion Topic prompt. |
| **Session #8**  **October 7 to October 13** | **🖳 Using only Google Chrome, listen to one voice embedded video lecture** found within BlackBoard, Session 8 tab: Chapter 14 ppt.  🕮 **Session 8 Assignments:**   * Complete Weekly Discussion Topic #8 prompt and provided feedback to one peer by Sunday, October 13. |
| 🕮HOME WORK for Session 9: | **Session 9:** Read Chapter 16 - Neo  **Homework:**   * Complete Session 9 Weekly Discussion Topic prompt 9. * Download HR Final Exam Case Study – available October 14. * Use HR Final Exam Case paper template located within Session 9 Tab. |
| **Session #9**  **October 14 to October 20** | 🖳  **Final live Collaborative Ultra session, Tuesday, October 15. Use ONLY Google Chrome to access Collaborate session.**  **🖳** For those students that missed the Final live Collaborate Session, listen to the recorded Collaborative Ultra session. **Use only Google Chrome** to access this recorded Collaborate session found within the Collaborate Tab, BlackBoard.  **🖳 Using only Google Chrome, listen to one voice embedded video lectures** found within BlackBoard, Session 9 folder: Chapter 16 ppt.  🕮 **Week 9 Assignments:**   * Complete Session 9 Weekly Discussion Topic prompt and provide feedback to one peer by Sunday, October 20. * HR Case Study Final exam – download and read case study. HR Case Study Final is due Wednesday, October 30. * Use HR Case Study Final Exam paper template located within Session 9 Tab. |
| 🕮HOME WORK for Session 10: | **Session 10 Weekly Discussion Topic**: Complete Session 10 Weekly Discussion Topic prompt 10.  **Final Exam:** Work HR Case Study final exam |
| **Session #10**  **October 21 to October 27** | 🕮 **Week 10 Assignment:** Weekly Discussion Topic #10:  Complete Weekly Discussion Topic #10 prompt by Sunday, October 27.  🗐 **Final Exam:** Work HR Case Study Final Exam - due **Wednesday, October 30** by midnight (Central Time Zone). |
| 🕮HOME WORK for Session 11: | **Session #11:** Complete Final Exam |
| **Session #11**  **October 28 to November 2** | 🗐. **Final Exam** is due **Wednesday, October 30** by midnight (Central Time Zone). **UPLOAD** Final Exam through the “Assignment” link within Session 11 Tab.  Final course grades will be posted **within Student Services** NLT noon (Central Time Zone) **Tuesday, November 5.** |
| **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. |

# 19. ADDITIONAL INFORMATION

Additional information as desired by the faculty member.

* 1. **Students’ WBU Email Accounts:** By week 1 of theterm, graduate students will establish a WBU email account, and send an email to the instructor using the student’s WBU email account. This is a mandatory requirement, as I will communicate with the students enrolled within this course through BlackBoard email. If a graduate student experiences difficulty establishing a WBU email account, then the graduate student needs to contact the instructor via the telephone number provided**. NOTE:** My email address is [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu)
  2. **Students will check their respective WBU email accounts every week.**
  3. **Course/Assignment Information:**
     1. Students will need to use the Internet to access assignments on BlackBoard. Additionally, students will need a computer with speakers or headsets in order to listen to voice embedded PowerPoint video lectures posted within BlackBoard.
     2. Time all assignments are due is NLT 11:59 p.m. of the time zone the student resides. Late assignments are subject to score reduction.
     3. All written assignments will correctly apply the APA Publication Manual (6th edition) writing style, using 12-point Times New Roman and double-spaced. Additionally, all written assignments will be assessed on the basis of content, as well as, grammar and punctuation, and proper application of APA writing style.
     4. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
     5. All work will be the original work of the individual student. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty will result in a zero (0) for an assignment, and additional actions as outlined within online WBU Academic Catalog 2019-2020, may be taken by the instructor.
     6. The student’s first point-of-contact for this course is the professor. If the professor cannot provide a satisfactory response, then the graduate students will next contact the student’s respective campus dean.
     7. If the student sends the professor an email and does not receive an “acknowledge” reply from the professor with 24 hours, the student will retransmit the original email. If the student still does not receive a reply within the next 24-hour period, then call the professor.

1. **Expectations and Responsibilities:**
   * 1. Instructor: As the instructor, I am responsible to communicate and instruct the course standards by presenting clear, meaningful video lectures, providing students timely and useful feedback on assignments, and responding back to students in a timely manner.
     2. Student: As member of this course, my expectations are that you:
   1. will read this syllabus completely and understand your responsibilities.
   2. will enter each on-line class session having read the assigned chapter(s) and having listened to the corresponding chapter lectures posted within BlackBoard.
   3. will complete and turn assignment at the due date.
   4. will present questions when text and /or lectured material are unclear.
   5. will commit yourself to the learning process.
   6. **will communicate with the professor.**