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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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 6312-VC01, Human Resource Management and Strategy

# **4. TERM**:

Fall, 2019

# **5. INSTRUCTOR**:

Dr. Jan Jones

# **6. CONTACT INFORMATION**:

Office phone: 270-227-9445

WBU Email: jonesj@wbu.edu

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

Monday – Friday: 10:00 a.m. – 4:00 p.m. Central

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

Online

# **9. 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.

# 10. PREREQUISITE:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Applying Advanced Analytics to HR Management Decisions | Sesil | 1st | 2014 | Pearson | 9780-13477-0949 | 7/11/17 |
| **\*\*AND\*\*** |  |  |  |  |  |  |
| Guide to the Human Resource Body of Knowledge (HRBoK) | Reed | 1st | 2017 | Wiley | 9781-11937-4886 | 6/28/17 |

**NOTE:** VitalSource etextbook

**For student access:**

1. Every Course in Blackboard has a link to eTextbook [Vital Source] embedded in the course menu, with basic instructions.
2. Printed copies will NOT be available through our bookstore.  Students can purchase via Amazon or similar vendor if desired, but the cost is usually substantially more expensive.
3. Students will “register” to access their library.
4. They will be able to read and interact with their textbook from that location.

# 12. OPTIONAL MATERIALS

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

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

# 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**:

**Course Requirements:**

* **Discussion Board Assignments:** (7 @ 25 points = 175 total points)
* **Short Paper Assignment:** (1 @ 50 points)
* **Literature Reviews:** (7 @ 75 points = 525 total points)
* **Final Research Paper:** (1 @ 150 points)
* **Update on Applied Research Project:** (1 @ 100 points)

**Grading Criteria:**

Grading Scale:

100-90% = A

89-80% = B

79-70% = C

69-60% = D

Below 60 = F

**Late Policy**

Unless there are special circumstances as noted below, all work (including Discussion Board assignments and any other graded assignment) must be submitted by the due date.

* Assignments submitted within one week after the due date will receive a 10% deduction.
* Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
* Assignments submitted ***two weeks late or after the final date*** of the course ***will not*** be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis. ***To be considered for an exemption to the policy, students must contact the professor in advance of the due date.***

**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

| **Date & Week #** | **Activities and Assignments** |
| --- | --- |
| **Week 1: August 19**  **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. | 🕮 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  **🖉 Discussion Board Forum #1:** Complete Discussion Board Self -Introduction.  **🖉 Short Paper Assignment** |
| **Week 2: August 26**  **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**  **🖉 Literature Review Assignment** |
| **Week 3: September 2**  **Workforce Planning and Employment:**  **Recruitment and Selection:** | 🕮 Read Chapter 3:Sandra Reed - Workforce Planning and Employment  🕮 Read Chapter 4: James C. Sesil –  **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 4: September 9**  **Performance and Appraisal Management:** | 🕮 Read Chapter 4: Sandra Reed – Performance Management  🕮 Read Chapter 5: James C. Sesil  **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 5: September 16**  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil  **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 6: September 23**  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil - Value Creation and Advanced Analytics  **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 7: September 30**  **Compensation:** | 🕮 Read Chapter 5: Sandra Reed - Compensation and Benefits  🕮 Read Reach Chapter 4: James C. Sesil - Human Science and Incentives  **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 8: October 7**  **Employee and Labor Relations:** | 🕮 Read Chapter 6: Sandra Reed - Employee and Labor Relations  🕮 Read Chapter 4: James C. Sesil    **🖉 Discussion Board Forum**  **🖉 Literature Review Assignment** |
| **Week 9: October 14**  **Risk Management (Safety and Health):** | 🕮 Read Chapter 7: Sandra Reed - Risk Management  🕮 Read Chapters 4: James C. Sesil  **🖉 Final Research Paper** |
| **Week 10: October 21**  **Applied Research Updates** | **🖉Work on updates to Applied Research Project** |
| **Week 11: October 28**  **Course Ends on Saturday, November 2.**  **Applied Research Updates** | **🖉Submit updates to Applied Research Project** |
| 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

Faculty may add additional information if desired.