# Wayland Logo

Online 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 3324-VC02, Human Resource Management

# **4. TERM**:

Spring 1, 2021

# **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); Online Campus

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

Access available 24 hours a day, 7 days a week; Online 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 |
| \*\* Supplement Below\*\* |  |  |  |  |  |  |
| Fundamentals of Human Resource Management | Noe | 8th | 2020 | McGraw-Hill | 9781-26007-9173 | 6/4-20 |

# 12. OPTIONAL MATERIALS:

* Internet access required for full participation in this online course.
* Word processing software compatible or readable by Microsoft Word.

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

* Outline the domestic as well as global components 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): 1. Mid-Term: Blackboard; no Proctor required 2. Final: non-cumulative, no proctor required.
* Written Assignments: (see Assignments Folder in Blackboard) One written assignment is assigned each week. Weekly assignments consist of discussion questions pertaining to the textbooks assigned reading assignments. Written assignments must be submitted in Blackboard to the Assignment folder for the assigned week. Students must identify their assignments by placing their name, assignment, and date on the top page of all homework.
* Discussion Board: (see Discussion Board) One discussion topic is assigned each week; three weekly posts are required (1 discussion topic reply plus 2 feedback posts to classmates); weekly discussions are valued at a total of 5 points.
* Reading Assignments: (see Assignments Folder in Blackboard) Weekly reading assignments are posted in the assigned week’s Assignment folder (i.e. WEEK 1, WEEK 2, etc.).

| **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 |

| **Course Component** | **Weight** |
| --- | --- |
| 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 | Text: Servant Leader HRM: Chp 1  Text: Fundamentals of HRM: Chp 1 | Jan 11 – 17, 2021 |
| 2 | Text: Servant Leader HRM: Chps 2 and 3  Text: Fundamentals of HRM: Chp 2 | Jan 19 – 24, 2021  **MLK Jr. Holiday: Jan 18** |
| 3 | Text: Servant Leader HRM: Chps 4 and 5  Text: Fundamentals of HRM: Chps 3 and 4 | Jan 25 – 31, 2021 |
| 4 | Text: Servant Leader HRM: Chps 6 and 7  Text: Fundamentals of HRM: Chps 9 and 10 | Feb 1 – 7, 2021 |
| 5 | **Mid-Term Exam Due: Feb 21, 2021**  Text: Servant Leader HRM: Chp 8  Text: Fundamentals of HRM: Chps 5, 6, 11 | Feb 8 – 14, 2021 |
| 6 | Text: Servant Leader HRM: Chp 9  Text: Fundamentals of HRM: Chps 7 and 8 | Feb 15 – 21, 2021 |
| 7 | Text: Servant Leader HRM: Chps 10 & 11  Text: Fundamentals of HRM: Chps 13, 14, 15 | Feb 22 – 28, 2021 |
| 8 | Text: Servant Leader HRM: Chp 12  Text: Fundamentals of HRM: Chp 16  **FINAL EXAM DUE: Saturday, Mar 6, 2021** | Mar 1 – Mar 6, 2021 |
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# 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.