# Wayland Logo

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-VC01, *Human Resource Management Practices*

# **4. TERM**:

Spring 1, 2021 (January 11 to March 6, 2021)

# **5. INSTRUCTOR**:

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

# **6. CONTACT INFORMATION**:

Contact phone: cell & text (907) 242-4261

WBU Email: [david.rambow@wayland.wbu.edu](http://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, January 11 through WBUonline, BlackBoard. For those students not familiar with BlackBoard, at the log-in page for BlackBoard, in the upper-left hand corner, is a link titled: Blackboard Tutorial. This link opens to brief video instruction on how to use 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**:

#  The course textbook is an eBook. Within the course BlackBoard site is a tab titled “Automatic eBook.”

Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2019). *Human resource management: Gaining a competitive advantage* (11th ed.). McGraw-Hill ISBN: 978-1-260-14229-7

**NOTE:** The cost of the eBook is included at registration. It is acceptable that those students who desires to purchase a hard copy of the course textbook may do so. **HOWEVER, it is imperative that students who elect to buy a hardcopy take action to OPT-OUT of the eBook in the classroom link No-Later-Than January 17. If actions to OPT-OUT is not completed by January 17, then a student will be charged for the eBook.**

# 12. OPTIONAL MATERIALS:

1. *Publication Manual of the American Psychological Association* (APA), 7th Edition.
2. Learning Resource Center: The Wayland Library (Learning Resource Center) is available to all Wayland students at: [http://library.wbu.edu](https://webmail.wbu.edu/owa/redir.aspx?C=47gYOUv0XkCt_AMdzEWj6fdPe8FxTNAIOH59kNHmy9xsb1bBKilrMNvOUYx_O3uZE9hNOV4SEOs.&URL=http%3a%2f%2flibrary.wbu.edu) . Tutorials for accessing library resources are linked from the homepage.
3. Supplemental reading material will be distributed through BlackBoard.

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

1. Evaluate the significance of HRM partnering with management in creating a competitive advantage.
2. Evaluate the external environment and the internal work processes of an organization to identify HR issues.
3. Assess the role of job analysis to the HRM functions of EE Law, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
4. Evaluate an organization’s human resource needs using the HRM functions of HR Planning, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
5. Synthesize course information towards the Society for Human Resource Management (SHRM) Professional Human Resource Certification Examination

# 14. ONLINE ATTENDANCE REQUIREMENTS:

As stated in the 2020-2021 Wayland Baptist University 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 2 or more weeks of an 8-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**:

1. 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 (2020-2021 WBU Academic Catalog).
2. In the “Course Resources” tab is a video presentation that presents what is considered Plagiarism, how to avoid plagiarism, and the consequences for submitting course work that has been found to have been plagiarized.

# **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 (2020-2021 WBU Academic Catalog).

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

1. **Course Assignments:** All course assignments are due by mid-night in the time zone a student resides. The due dates for various assignments are found in paragraph 18: *Tentative Schedule*. All course work must be a student’s “original work.” This means that the student authored all assignments. Original work further means that when a student applies ideas, concepts, theories, and/or principles from another author, then the student properly credits the source.
2. 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.
3. **WBU Email Accounts:** By January 11, all students enrolled in this course will have an active WBU email account. Additionally, throughout this course, students will check their respective WBU email accounts as a minimum once a week beginning the first day of Fall 1 term, Monday, January 11, 2021.
4. **Preparation, Participation, and Engagement**: The learning process mandates that a student **prepare** for each online session by (1) reading the assigned chapter(s) (2 listing to session video lectures, and (3) providing the appropriate response back to the instructor after listing each video lecture; **participate** by 1) reading individual and group assignment feedback documents and providing the appropriate response back to the instructor after reading feedback documents, and **engage** by asking meaningful questions when course material or feedback is not clear. The rubric below will be used to evaluate preparation, participation, and engagement. **Preparation, Participation, and Engagement represent 10% of the course total grade.**

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|  | **Online Class Sessions Missed** |
| Criteria used to determine level of Preparation and Participation | **0** | **1** | **2** | **3** | **4** |
| **Student Engaged** by asking questions and by providing responses back to the instructor on session video lectures and or assignment feedbacks. Student demonstrated engagement by appling corrections to assignments from feedback information. | **100%** | **90%** | **80%** | **70%** | **00%** |
| **Student Occassionlly Engaged** by asking occassionally questions and by providing responses back to the instructor on session video lectures and or assignment feedbacks. Student demonstrated some preparedness by occassionally appling corrections to assignments from feedback information. | **90%** | **80%** | **70%** | **60%** | **00%** |
| **Student Infrequently Engaged** by seldom asking questions and by seldom providing responses back to the instructor on session video lectures and or assignment feedbacks. Student’s seldom demonstrated preparedness by seldom appling corrections to assignments from feedback information. | **70%** | **60%** | **50%** | **40%** | **00%** |
| **Student Did Not Engaged** by notasking questions and not providing responses back to the instructor on session video lectures and or assignment feedbacks. Student did not demonstratde preparedness in appling corrections to assignments from feedback information. | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Topic Response (WTR) Assignments:** WTR prompt assignments are found the course BlackBoard tab titled: *Weekly Topic Response*. WTR assignments will be assessed for a maximum score of 8.0 points. Additionally, peer-to-peer feedback response to one other class member’s will be assessed for a maximum score of 1.0 points. The total possible points for a WTR response are 9.0 points. **The Eight required** **WTR assignments represent 72% of the total grade.**
2. **One HR Case Study Analyses Assignment:** Graduate students will conduct an HR Case Study analysis and write an HR Case Study analysis paper. The due date for the HR Case Study analysis paper is found in paragraph 18, *Tentative Schedule*. **The HR Case Study paper is worth 18% for a 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.

1. **Means for Assessing Outcome Competencies:**
2. Procedures used to compute final course grade:
	1. Preparation, Participation, and Engagement: **10%**
	2. Eight (8) BlackBoard Weekly Topic Response (WTR) (8 x 9 points each): **72%**
	3. One HR Case Study: **18%**
3. Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

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| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 to 89.50 points | 100% to 90% |
| **B** | 89.49 to 79.50 points | 89% to 80% |
| **C** | 79.49 to 69.50 points | 79% to 70% |
| **D** | 69.49 to 59.50points | 69% to 60% |
| **F** | 59.49 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.

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| Date & Session # | Homework, Activities and Assignments |
| **FIRST ASSIGNMENT** | **Prior to Thursday, January 14, post a response in the Weekly Topic Response tab that sates “I reviewed the course syllabus.”** |
| 🕮 HOMEWORK 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 from WBU email account. (Instructions for establishing a WBU email account is located within the course BlackBoard site.  |

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| Date & Session # | Homework, Activities and Assignments |
| **Session #1****January 11 – January 17** | 🕮 Read Chapters 1 & 2 - Noe**🖳 Using only Google Chrome, listen to 4 voice embedded video lectures** found within BlackBoard, Session 1 tab: (1) Course Introduction and Overview, (2) Systems Thinking, (3) Chapter 1, and (4) Chapter 2.🕮 **Session 1 Assignment:** Complete Weekly Topic Response (WTR) #1 prompt by Sunday, January 17. |
| 🕮 HOMEWORK for Session 2:  | **Session 2:** Read Chapters 3 & 4 - Noe 🕮 **Session 2 Homework:** * Assignment - Complete Weekly Topic Response #2 prompt.
* In Session 2 Tab - download and read HR Case Study narrative
* The HR Case Study analysis paper is due Friday, March 5.
 |
| **Session #2****January 18 – January 24** | **🖳 Using only Google Chrome, listen to 3 voice embedded video lectures** found within BlackBoard, Session 2 tab: (1) Chapter 3, (2) Chapter 4, and (3) Scholarly Thinking and Writing 🕮 **Session 2 Assignment:** Complete Weekly Topic Response #2 prompt and provided feedback to one peer by Sunday, January 24.  |
| 🕮 HOMEWORK for Session 3:  | **Session 3:** Read Chapters 5 & 6 – Noe**Session 3 Homework:** * Assignment - Complete Weekly Topic Response #3 prompt.
* Work HR Case Study paper – due Friday, March 5. Use HR Case Study paper template located within Session 2 Tab.
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| **Session #3****January 25 – January 31** | 🖳  **First live Collaborative Ultra session, Tuesday, January 26. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within the tab titled: Collaborate Sessions. Use only Google Chrome to access this live Collaborate Session.****🖳 Using Google Chrome, listen to 2 voice embedded video lectures** found within BlackBoard, Session 3 tab: (1) Chapter 5 and (2) Chapter 6.🕮 **Session 3 Assignments:** Complete Weekly Topic Response #3 prompt and provided feedback to one peer by Sunday, January 31.  |

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| Date & Session # | Homework, Activities and Assignments |
| 🕮HOMEWORK for Session 4:  | **Session 4**: Read Chapters 7 & 8 – Noe**Session 4 Homework:** * Complete Weekly Topic Response #4 prompt.
* Work HR Case Study is due Friday, March 5, by midnight (Central Time Zone).
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| **Session #4****February 1 - February 7** | **🖳 Using Google Chrome,** **listen to 2 voice embedded video lectures** found within BlackBoard, Session 4 tab: (1) Chapter 7 and (2) Chapter 8.🕮 **Session 4:** Complete Weekly Topic Response #4 prompt by Sunday, February 7.  |
| 🕮HOMEWORK for Session 5:  | **Session 5:** Read Chapters 9 & 10 - Noe **Session 5 Homework:** Assignment - complete Weekly Topic Response #5 prompt. |
| **Session #5****February 8 –** **February 14** | **🖳 Using Google Chrome**, **listen to session 5 voice embedded video lectures** found within BlackBoard, Session 5 tab: (1) Chapter 9 and (2) Chapter 10.🕮 **Session 5 Assignments:** Complete Weekly Topic Response #5 prompt and provided feedback to one peer by Sunday, February 14. |
| 🕮 HOMEWORK for Session 6:  | **Session 6:** Read Chapters 11 & 12 – Noe**Session 6 Homework:** * Assignment - Complete Weekly Topic Response #6 prompt.
* In Session 6 Tab - download and read HR Case Study Requirements, HR Case Study paper template and rubric.
* Work HR Case analysis paper is due Friday, March 5.
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| **Session #6****February 15 –** **February 21** | 🖳 **Using Google Chrome, listen to 2 voice embedded video lectures** found within BlackBoard, Session 6 tab: (1) Chapter 11 and (2) Chapter 12.🕮 **Session 6 Assignments:** Complete Weekly Topic Response #6 prompt and provided feedback to one peer by Sunday, February 21.  |
| 🕮HOMEWORK for Session 7:  | **Session 7:** Read Chapters 13 & **16** – Noe**Session 7 Homework:** * Assignment - Complete Weekly Topic Response #7 prompt.
* Work HR Case Study analysis paper – due Friday, March 5 by midnight (Central Time Zone).
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| Date & Session # | Homework, Activities and Assignments |
| **Session #7****February 22 –** **February 28** | 🖳  **Final live Collaborative Ultra session, Tuesday, February 23. Use ONLY Google Chrome to access Collaborate session.****🖳 Using only Google Chrome, listen to 2 voice embedded video lecture** found within BlackBoard, Session 7 tab: Chapter 13 & 16. 🕮 **Session 7 Assignments:** Complete Weekly Topic Response #7 prompt by Sunday, February 28. |
| 🕮HOMEWORK for Session 8:  | 🕮 Assignment - Complete Weekly Topic Response #8 prompt. 🕮 Work HR Case Study analysis paper – due Friday, March 5.  |
| **Session #8****March 1 – March 6** | 🗐 **UPLOAD** HR Case Study analysis paper through the “Assignment” link within Session 8 Tab. |

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| 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

* 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. If a graduate student experiences difficulty establishing a WBU email account, then contact the instructor via the telephone number provided in this syllabus**. NOTE:** My email address is david.rambow@wayland.wbu.edu
	2. **Students will check their respective WBU email accounts every week.**
	3. **Course/Assignment Information:**
		1. Students will need Internet to access BlackBoard. Additionally, students will need a computer with speakers or headsets in order to listen to voice embedded video PowerPoint lectures.
		2. All assignments are due is NLT 11:59 p.m. for the time zone the student resides. Late assignments are subject to score reduction.
		3. All written assignments will be assessed on the basis of 1) content, 2) grammar and punctuation, and 3) proper application of APA writing style (7th edition).
		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 2020-2021, 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.
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.**