# Wayland Logo

Campus Name

School of Business

# 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.

# COURSE NUMBER & NAME:

MGMT 5344-VC01, Career Development and Management

# **TERM**:

Spring 2022

# **INSTRUCTOR**:

Jeffrey L. Hample, Ph.D.

# **CONTACT INFORMATION**:

Office phone: (907) 375-4517

WBU Email: hamplej@wbu.edu

Cell phone: (907) 854-4139

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

Office Hours 10 – 1 M, 3 – 6, T, W; or by appointment

# **COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online

# **CATALOG DESCRIPTION**:

Organizational needs and individual career needs. Development of systems for managing careers; organizational development through effective job analysis and design, performance management, rewards, training and development; measurement of results; implications of globalization and sustainability.

# PREREQUISITE:

BUAD 5300

# **REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Human Resource Development-no bookMindTap + Access Card  | Werner  | 7th | 2017 | Cengage Learning  | 9781-30557-6667 | 2/29/16 |

# OPTIONAL MATERIALS

# **COURSE OUTCOMES AND COMPETENCIES**:

* Analyze the forces of contemporary trends or significant issues in the field as applicable to the major application areas
* Describe each of the major HRD functions and application areas
* Assess the Human Resource Development needs of an organization against its strategy.
* Develop training programs incorporating the stages of needs analysis, selection of resources, and techniques and evaluation.

# Integrate HRD with other activities within HRM and overall business strategy.

# 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.

# **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.

# **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.

# **COURSE REQUIREMENTS and GRADING CRITERIA**:

|  |  |
| --- | --- |
| A | 450 – 500 |
| B | 400 – 499 |
| C | 350 – 300 |
| D | 300 – 349  |
| F | Below 299 |

|  |  |
| --- | --- |
| Midterm Exam | 100 points possible |
| Final Exam | 100 points possible |
| Term Paper/Presentation | 200 points possible |
| Discussion Questions |  50 points possible  |
| Assignments |  50 points possible |
| **Total Points** | **500 points possible** |

**Midterm Exam:** Midterm exam will consist of a fifty (50) question exam taken in class covering aspects of the course to that date. The midterm exam has a total of 100 possible points

**Final Exam:** Final exam will consist of a fifty (50) question exam taken in class covering all aspects of the course over the entire semester. The final exam has a total of 100 possible points

**Term Paper:** Student will write a concise 12-page research paper on a career development/management topic of your choice. All papers will be double spaced, Times New Roman type, 12 font and strictly follow APA formatting. **Grammar, style, and APA formatting count toward the grade on the writing assignment.** The term paper has a total of 200 possible points.

**Discussion Questions:** Student will respond to the five discussion questions posted in BlackBoard. Each discussion question must contain at least two peer-reviewed references and be written in third person. The student will also respond to the posts of at least two fellow learners each week and must contain at least one peer-reviewed reference per post. The five discussion question has a total of 50 possible points or 10 points per question.

**Assignments:** The student will complete the five written assignments posted on BlackBoard. They are designed to gauge your understanding and learning of a particular learning outcome for the course. You should spend some time with the essays to ensure they are free from excessive grammatical and spelling errors. They require a minimum of 250 words and must be submitted in MS Word format. The five assignments are worth 50 possible points or 10 points per assignment.

**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.”

# TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
|  | **Homework** | **Classwork** |
|  |  |  |
| **Module One** |  | Chapter OneChapter Two |
| **Module Two** | Complete Assignment OneComplete Discussion Question One | Chapter ThreeChapter Four |
| **Module Three** | Complete Assignment TwoComplete Discussion Question Two | Chapter FiveChapter Six |
| **Module Four** |  | Chapter SevenChapter EightMidterm Examination |
| **Module Five** | Complete Assignment ThreeComplete Discussion Question Three | Chapter NineChapter Ten |
| **Module Six** | Complete Assignment FourComplete Discussion Question Four | Chapter ElevenChapter Twelve |
| **Module Seven** | Complete Assignment FiveComplete Discussion Question Five | Chapter ThirteenChapter Fourteen |
| **Module Eight** |  | Chapter FifteenFinal Exam |

# 19. ADDITIONAL INFORMATION