

**WAYLAND BAPTIST UNIVERSITY**

**[VIRTUAL] CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.

2. Course: **MGMT 3324** – {VC02}, Human Resource Management

3. Term: Spring 2014 (Feb 24, 2014 – May 17, 2014)

4. Instructor: Mr. John R. McClusky

5. Office Phone and Wayland Email Address: (850) 428-1531; john.mcclusky@wayland.wbu.edu

6. Office Hours, Building, and Location: Various days and times - Online

7. Class Meeting Time and Location: Various days and times - Online

8. 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.

9. Prerequisites: MGMT 3304

10. Required Textbook and Resources:

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| Managing Human Resources | Bohlander | 16th | 2013 | Cengage Learning | 9781111532826 | Spring 14 |

11. Optional Materials:

* System Requirements: Online courses require that the student have: Compatible Word processing programs: Microsoft Word (either singly or as part of Microsoft Office) or Word Perfect: Must save work as Rich text Format or Open Office: download free at www.openoffice.org (NOTE: Microsoft Works is not supported)
* Internet Browsers (one of the following): Internet Explorer, Netscape, or Firefox

12. Course Outcome Competencies:

 Upon completion of this course the student should be able to:

* Describe and classify the global marketplace for Human Resource Management.
* Interpret technology aspects of Human resource Management.
* Determine changes in demographic and workplace needs.
* Explain the importance of development of human capital (training) and examine models of training.
* Assess the Human Resource environment using market indicators in Human Resource Management.
* Develop strategies of cost containment through Human Resource Management.
* Interpret legal requirements for Human Resource Management.
* Develop Human resource policy for a firm.
* Prepare for the Professional Human Resource Certification Examination.

13. Attendance Requirements: Students enrolled in the University’s Virtual Campus should make every effort to participate fully in the class. In order to make up incomplete work, the student must explain the reason for the deficiency to the instructor, who will then determine whether the omitted work may be made up. When a student shows a lack of participation considered by the instructor to be excessive, the instructor will so advise the student. Any student who misses 25 percent or more of the class assignments will receive a grade of F in the course. Additional participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

14. 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.”

15. Course Requirements and Grading Criteria:

* Exams (OPEN BOOK): Mid-Term: Multiple Choice – Chapters 1-8 (30 % of Final Grade) (taken in Blackboard; no Proctor required); Final: Multiple Choice – Chapter 9-16 (30 % of Final Grade-no proctor)
* Written Assignments (See Assignments Folder in Blackboard): An assignment folder has been set up for each week of the course. These folders contain your lecture notes, reading assignments, weekly assignments, and a link to the weekly Discussion Board question. All work must be submitted by the deadline posted. Each week the following should be completed: read the assigned chapter(s) and lectures; read each chapter’s "weekly discussion board topic"; provide your Discussion Board input; complete the weekly written assignment which is the chapter(s) end of chapter discussion questions. Submit written assignments to the Assignments area for the assigned week. Place your name, assignment, and date on the top page of all homework. For questions that ask to explain, discuss, or answer why, please do so; responses not fully explained or discussed will receive a deduction in points. For WHY, EXPLAIN, DISCUSS, OR DESCRIBE questions, generally, one or two sentence responses are NOT sufficient to fully respond to these type of questions.Insufficient responses will receive point deductions. When saving your written work, please save using your last name and the chapter or week #; for example, "mcclusky\_wk4"..
* Discussion Board: Each week (except weeks 6 and 11) there will be a graded discussion topic; to receive the weekly points, participation must take place prior to the end of the assigned week. Discussion points are valued at 5 points each week; REQUIREMENT: respond to the discussion topic PLUS replies to **at least two classmates’** input. To receive the 5 points, there will be 3 discussion entries total: 1 response to question(s) plus 2 replies to classmates. Failure to reply to classmates, only partial points will be provided. Discussion replies to classmates should be more than “I agree” or “Great”; please explain why you agree or disagree.
* Grading:90 – 100 = A 800-720 points

80 – 89 = B 719-640 points

 70 – 79 = C 639-560 points

 60 – 69 = D 559-480 points

 0 – 59 = F 479-below points

* Grading Scheme: Participation & Online Discussions (10%)

 Homework (30%)

 Mid-Term Exam (30%)

 Final Exam (30%)

16. Tentative Schedule: (Calendar, Topics, Assignments)

 Week Chapter Assignment Dates

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| 1  | Reading: Chapter 1  | Feb 24 – Mar 2, 2014 |
| 2  | Reading: Chapters 2 and 3  | Mar 3 – 9, 2014 |
|  | **SPRING BREAK: Mar 10 – Mar 14, 2014** |  |
| 3 | Reading: Chapter 4 | Mar 17 – 23, 2014 |
| 4  | Reading: Chapters 5 and 6  | Mar 24 – 30, 2014 |
| 5  | Reading: Chapters 7 and 8  | Mar 31 – Apr 6, 2014 |
| 6  | Reading: Chapter 9 MIDTERM EXAM: Chapters 1 through 8 in BLACKBOARD Exam will be available in BlackBoard from Week 5 to Week 7. | Apr 7 – 13, 2014 |
| 7  | Reading: Chapters 10 and 11 **GOOD FRIDAY HOLIDAY: Apr 18, 2014** | Apr 14 – 20, 2014 |
| 8  | Reading: Chapter 12 and 13**EASTER MONDAY HOLIDAY: Apr 21, 2014** | Apr 22 – 27, 2014 |
| 9  | Reading: Chapter 14 and 15 | Apr 28 – May 4, 2014  |
| 10  | Reading: Chapter 16(Final Exam available Friday of Week 9) | May 5 - 11, 2014 |
| 11  | FINAL EXAM: Chapters 9 through 16 in BlackBoardFINAL MUST BE COMPLETED NOT LATER THAN WEDS OF WK 11; this allows time for the review of question disputes.LAST DAY OF COURSE**: Saturday, May 17, 2014**  | May 12 – 17, 2014 |
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17. Additional information as desired by the faculty member.

In this online course, communication is critical; should you need to communicate with me, 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.