

**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** – {VC 03}, Human Resource Management

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

4. Instructor: Dr. Chris Wike

5. Office Phone and Wayland Email Address: ph - 580-351-7375 e-mail -- christopher.wike@wayland.wbu.edu

6. Office Hours, Building, and Location: Online -- Virtual Campus

7. Class Meeting Time and Location: Online -- Virtual Campus

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:

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: : The College of Business requires regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification, and is a prerequisite for class participation. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution of comments in class sessions. Class participation will be assessed by the student’s participation in online discussion board activities.

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:

**GRADING**

A. This course does not have a mid-term or a final. Every week there will be a 15 question quiz that is worth 45 points. These quizzes will cover the reading material from the chapter.

B. Each week will also have a case study from the chapter readings that will be due. Please ensure you type the question for this assignment.

C. Each week will also have chapter readings and PowerPoint material to view as well as some very recent court summaries regarding the HR world.

D. Each week may also have one or two short assignments relevant to the HR world.

E. This course will have two term papers (don’t worry – not very long or hard). About 2 to 3 pages in length about a very relevant HR topic.

F. This course will also have weekly discussion posts discussing interesting issues in the HR world.

**Course Grade** **Total Points available**

Announced Examinations (ea 45 points) 495

Library Hunts/weekly assign (each 15– if used) 15

Chapter cases (each 20 points) 220

Discussion Board posts (11 @ 15 points) 165

Term Paper(s) (each 40 points)…………………………80

**Point System:**

A >= 90% to 100% of Total points

B >= 80% to 89% of Total points

C >= 70% to 79% of Total points

D >= 60% to 69% of Total points

F >= 59% or below of Total points

**ONLINE DISCUSSION BOARD ASSIGNMENT**

Online Discussion Boards, also called "threaded discussions," allow students to participate in course discussions with fellow class members. The Discussion Board is asynchronous, meaning that the students do not have to be online at the same time to respond to posted activity. Blackboard organizes the Discussion Board into “forums.” There is a forum for each question in which you are required to respond or reply to other students.

The goal of Discussion Boards is to promote reflection and analysis, and to help students learn to appreciate and evaluate positions that others express. Discussion Boards provide students an opportunity to learn from other classmates. Postings stay on the Discussion Board for an extended period of time to allow students to gain knowledge and insight from faculty and peers.

There will be eleven (11) discussion board questions for this course. The first of which will introduce you to your classmates. The remaining ten (10) discussion questions will contain questions that are relevant to the information technology field.

* Weekly course assignments must be turned in during the week they are assigned.
* Discussion Board Assignments: Respond to the Discussion Board Assignment by Thursday, Midnight (Central Time). Comment on another student's response by Sunday, Midnight (Central Time).
* Other graded assignments must be turned in by Sunday midnight (Central Time).
* Assignments not turned in by the deadline will be penalized as follows:
  + One day late – 10 % deduction
  + Two days late – 20 % deduction
  + Three days late – 30 % deduction
  + Assignments will not be accepted after the third day – the student will earn a zero on assignments not turned in by the third day after the deadline
  + Students earn zero points if Discussion Board assignments are submitted late.

**When commenting to a professor or fellow student posting** - your response also must be a minimum of 100 words of substantial and meaningful input. Your comment should add value to the discussion and cannot be limited to “good point” or “I agree.” An appropriate comment elaborates on the topic, offers further explanation, or offers an informed point of debate.

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

**Course Start Date: Feb 24, 2014**

**Mar 10 – Mar 14 -- Spring Break**

**Apr 18 -- Good Friday**

**Apr 21 – Easter Monday**

**Course End Date: May 17, 2014**

**NOTE: All homework assignments must have the question typed as well**

**Week 1** – Feb 24, 2014 – Mar 2, 2014

**Read** Chapter 1, “The Challenge of Human Resources Management”

**Read** Chapter 2, “Strategy and Human Resource Planning”

Complete Week 1 Reading Assignment and all Week 1 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 2** – Mar 3, 2014 – Mar 9, 2014

**Read** Chapter 3, “Equal Employment Opportunity and Human Resources Management

**Read** Chapter 4, “Job Analysis and Job Design

Complete Week 2 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Mar 10 – Mar 14 -- Spring Break**

**Week 3** – Mar 17, 2014 – Mar 23, 2014

**Read** Chapter 5, “Expanding the Talent Pool: Recruitment and Careers

**Read** Chapter 6, “Employee Selection

Complete Week 3 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 4** – Mar 24, 2014 – Mar 30, 2014

**Read** Chapter 7, “Training and Development

**Read** Chapter 8, “Performance Management and the Employee Appraisal Process 20 Aug -

**Term Paper Assignment –** Will be due on Week 6 (small 2-3 page paper)

Complete Week 4 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 5** – Mar 31, 2014 – Apr 6, 2014

**Read** Chapter 9, “Managing Compensation

**Read** Chapter 10, “Pay for Performance: Incentive Rewards

Complete Week 5 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 6** – Apr 7, 2014 – Apr 13, 2014

**Read** Chapter 11, “Employee Benefits

**Term Paper 1 due**

Complete Week 6 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Good Friday – April 18**

**Week 7** – Apr 14, 2014 – Apr 20, 2014

**Read** Chapter 12, “Promoting Safety and Health

Complete all Week 7 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Easter Monday – April 21**

**Week 8** – Apr 22, 2014 – Apr 27, 2014

**Read** Chapter 13, “Employee Rights and Discipline

Complete all Week 8 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 9** – Apr 28, 2014 – May 4, 2014

**Read** Chapter 14, “The Dynamics of Labor Relations

**Term Paper Assignment –** Will be due on Week 11 (small 2-3 page paper)

Complete all Week 9 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 10** – May 5, 2014– May 11, 2014

**Read** Chapter 15, “International Human Resources Management

Complete all Week 10 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

**Week 11** – May 12, 2014 – May 17, 2014

**Read** Chapter 16, “Creating High-Performance Work Systems

**Term Paper 2 due**

Complete Week 11 assignments by Sunday, Midnight (Central time)

Respond to Discussion board assignment by Thursday, Midnight (Central time)

Comment on another student’s response by Sunday, Midnight (Central time)

17. Additional information as desired by the faculty member.