

## SYLLABUS

1. Wayland Baptist University, Virtual Campus, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: **MGMT 3324** – {VC01 and VC04}, Human Resource Management
4. Term: Spring 2014
5. Instructor: Randy Jackson
6. Office Phone and email: 806-296-1847    randy.jackson@wayland.wbu.edu
7. Office Hours, Building, and Location: As arranged
8. Class Meeting Time and Location: Online meeting
9. Catalog Description: Impact of external and internal environment upon the activities of personnel/human resource managers; functions including job requirements, planning, recruiting, selection, training, development, evaluation, labor relations, discipline, compensation, safety, and health. Credit will not be awarded for both MGMT 3324 and HLAD 3324.
10. Prerequisites: MGMT 3304 or consent of division.
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
<a href="#"><u>Managing Human Resources</u></a>	Bohlander, Snell	16th	2007	Cengage Learning	0-324-31463-9	Spring 09

12. Optional Materials:
  - I do require that you use APA resources in your writing to validate and add reliability to your answers. I do recommend that you purchase a current version of the APA writer's handbook to assist you and to use as a guide.
  - If you plan on continuing on to graduate school, APA handbook will be a requirement so it is a good idea to go ahead and get use to it.
13. 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.
14. 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.

- I do require participation in weekly discussion boards as a major part of the course. In order to obtain full credit for each discussion, you must participate during that active week. Failure to do so, will result in a deduction in your grade.

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16: Course Requirements and Grading Criteria:

### **System Requirements:**

Online courses require that the student have a computer which meets certain technical specifications. To test your system for compatibility, please visit this site:

[http://www.wbu.edu/academics/online\\_programs/browser\\_test/](http://www.wbu.edu/academics/online_programs/browser_test/)

### **Academic Honesty**

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of someone else's work as one's own work. See current Wayland Baptist University Catalog, pp. 76-77, for penalties that may be applied to individual cases of academic dishonesty.)

### **Assignments (See Assignments Folder):**

1. Read the assigned chapter(s).
2. Read each chapter's Weekly Discussion Board Topic (will be discussed in the Discussion Boards)
3. Complete weekly assignment.
4. Complete weekly quizzes.
5. Finalize any other homework as assigned.

**NOTE: Each week assignments are posted in the corresponding week's assignment folder (Learning Unit). You must check the Learning Unit Folder to see what is assigned for that week. Weekly assignments will consist of any combination of weekly assignment covering material from that week's reading, a Discussion Board Topic and/or a Weekly quiz. Some weeks will have multiple assignments, while other weeks will have multiple discussion boards and no assignment. Discussion board posting should include reference citations both as a reference as in-body citation, using APA format. I have provided links to writing in APA for those which are not familiar with the writing style.**

**Weekly Assignments must be completed and submitted on the Due Date of that week by Midnight CST. Week 11 assignment (Final exam) will be submitted no later than the 16th of May by 11:55PM CST. All late assignments will receive a 20% point deduction for the first 3 days it is late. After 3 days, the assignment will receive a grade of 0, unless prior arrangements are made with me in ADVANCE.**

### **ASSIGNMENT FOLDER (LEARNING UNITS):**

An assignment folder has been set up for each week of the course and located under the Learning Units link. These folders contain your lecture notes and any other assigned material for the week such as: reading assignments, weekly assignments, weekly quiz and a link to the weekly Discussion Board question. During weeks you are assigned a paper, you will find a link under the Assignment Submission menu, in which to copy and paste your assignment or attach the paper. I do ask that any paper you write, to please save it as a Rich Text Format (RTF) document before submitting it to me. The reason for this is it is a universal document format which allows me to open and read it no matter the Word Processor program you used to type it. Remember if I can not open it, I can not grade it. All work must be submitted by the deadline posted. I do allow you to gain access to material on a Saturday and it is not due until the following Monday, which means you have 10 days to complete the assigned work.

### **Exams:**

Examinations will consist of 1 Midterm Exam and one Final (each worth 100 points). The exams can be taken through Black board and are not Proctored. Each exam consists of multiple choice, true/false and short answer/essay questions.

### **Weekly Quizzes:**

There will not be a Research Paper assigned for the class. In place of a Research Paper, you will be given weekly quizzes for each week except for week 6 and week 11. Weekly quizzes will consist of 5-10 questions and are worth a total of 10 points each. These quizzes will not be timed and can be taken multiple times within the grading period. Quizzes are designed as a study tool and not an assessment so I want you to feel comfortable with the material. I will warn you however, that for each attempt, you will receive a new set of questions. These will be located in the weekly assignment folders.

## 17. Tentative Schedule: (Calendar, Topics, Assignments)

### Schedule

Week	Chapter Assignment	Dates
1	Reading: Chapters 1 and 2 Instructor expectations Getting to know you discussion Disc. bd.: Topic relating to Chapters 1 and 2 reading Weekly Quiz	Feb. 24 - March 5
2	Reading--Chapter 3 Disc. bd—Sexual Harassment Weekly Quiz	March 1-10
3	Reading: Chapter 4 Disc. bd.-- ADA Week 3 Exercise: Job Characteristics Model Weekly Quiz	March 15- 24
4	Reading: Chapters 5 and 6 Additional Reading Material to prepare for Unit 5 Disc. bd. – Employment Testing Week 4 quiz	March 22- 31
5	Reading: Chapters 7 and 8 Disc. Bd. Training Methods/Models Assignment: Case Study	March 29 - Apr. 7
6	Reading: Chapter 9 Disc. bd.-- Compensation MIDTERM EXAM	March 29 - Apr. 14
7	Reading: Chapters 10 and 11 Disc. bd.—FMLA/COBRA Week 7 Assignment: Gainsharing Weekly Quiz	Apr. 12-21
8	Reading: Chapter 12 Disc. bd.—Workplace Safety Safety survey	Apr. 19-28
9	Reading: Chapter 13 Disc. bd.-- Privacy Disc bd.--Documentation	Apr. 26 May 5
10	Reading: Chapter 14 Disc. Bd: Labor Unions Labor Relation Quiz Weekly Quiz	May 3-12
11	FINAL EXAM: Chapters 10 through 14	May 3-16

**Important Dates for Course:****Midterm Exam: Week 6****Final Exam: Week 11**

Course Points	grade
511-568	A
454-510	B
397-453	C
340-396	D
Below 340	F

**Grading:** The University grading scale prevails for this course and is as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 – 69
F = 59 and Below

**18. Communication:**

- I encourage each of you to contact me as soon as possible if you have questions. The preferred method of communication is of course email. I check my email daily, so I will get back to you as soon as possible. You can attempt to contact me by phone but it is easier and cheaper to communicate through email. I encourage each of you to interact with one another as well.
- I have set up a discussion forum titled "Basic Stuff" that is for you to discuss anything you wish with each other, send jokes (clean ones please) or talk about how mean your instructors are (your other instructors, not me). Remember that since you do not have the opportunity to communicate face to face with me or other students, it is important to utilize the communication tools within Blackboard and through email.
- I have also setup a discussion Titled "Ask Your Instructor". This is another place you can post a question for me and I will get back to you as soon as I can.

After reading through the syllabus, please email me with your current email address for verification.

\*\*\*\*Student Email: The University has set up a Wayland.wbu.edu email account for each of you. If you have not done so already, activate this email account ASAP. This is the email address I will use to communicate with you. If I need to notify you of information during a time when Blackboard is down, this is how I will contact you. You may go to <http://email.wbu.edu> to set up the account. This will take you to the Windows live page (hotmail) which is who will host this email account for us. Your email will be your first and last name separated by a dot followed by Wayland.wbu.edu

i.e. [james.brown@wayland.wbu.edu](mailto:james.brown@wayland.wbu.edu)

Password: to set up your email account an activation password has been set-up for you. This password is the first 4 letters of your first name (all lower case) the first 4 letters of your last name (all caps) and the last 4 digits of your social security number.

Example: jameBROW1234