# "WBUlogo"

Virtual Campus

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5344-VC01, Career Development and Management

# **4. TERM**:

Spring, 2018

Feb 26th – May 19th

# **5. INSTRUCTOR**:

H. Keith Pratt, PhD

# **6. CONTACT INFORMATION**:

Office phone: 620-212-0621

WBU Email: henry.pratt@wayland.wbu.edu

Cell phone: 620-212-0621

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

Monday – Friday 10 AM – 7 PM (Other times by Appointment)

732 South Washington, Chanute, Kansas 66720

# **8. COURSE MEETING TIME & LOCATION**:

This course is a Virtual Class meaning the entire course will be conducted within the **Blackboard Environment.**  Blackboard should be available to you 24 hours a day 7 days a week. If you have difficulties logging into Blackboard let me know as soon as possible and also contact technical support.

# **9. 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.

# 10. PREREQUISITE:

MGMT 5309

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

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

# 12. OPTIONAL MATERIALS

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

* Define human resource management, describe the components of organizational culture, discuss psychological contact formed by members of an organization, and explain the functions of the Success System Model.
* Formulate a written explanation of how equal employment practices are tied to everyday workplace conduct, identify and discuss current workplace legislation and how it affects today’s leaders, and define the concept of dispute resolution.
* Conduct a job analysis and provide a written plan for implementation of the results.
* Outline steps in developing a recruiting program in an organization.
* Describe and explain the major employee testing techniques.
* Describe through role play the process and skills involved in an effective performance appraisal review.
* Identify and describe the major types of training methods and techniques utilized in the workplace today.
* Describe the stages in the career process.
* Describe the relationship of compensation to goals of employee satisfaction and productivity.
* Explain the major types of benefits programs available.
* Explain the major types of incentive programs available.

# 14. 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.

Students should make every effort to login to the course a minimum of three times per week. ***(Just so you know I have the ability to track whenever you login to Blackboard, where you visit and how long you visit).*** This keeps both the student and the instructor aware of progress and that information is being checked.  A current email address is also required. Students need to ensure their ISP and computer systems are reliable. If there are issues with the WBU VC server, students will not be penalized.   **THE TIMELINES SET UP IN THE SYLLABUS AND CLASS CALENDAR MUST BE ADHERED TO – THIS IS NOT A SELF-PACED COURSE!**   Do not wait until the last day to post assignments or provide comments to the discussion board – if you have an issue – I may not be able to assist you.

# **15. 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.

# **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.

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

**Discussion Questions and Participation** - 300 Points-30 Points for each week.

**Case Study**-(1) 100 Points

**Articles**-(2) 100 Points each

**Midterm**-200 Points

**Final**-200 Points

**Discussion Forums:** Discussion question/s will be posted to the discussion board each week. Students are required to post responses to the questions each week by Thursday of that week. You are also required to respond to two of your fellow colleagues posts by Sunday, at midnight of that week unless otherwise instructed.

**Mid-Term and Final Exam:** There will be two exams, each worth 200 Points. These will not be multiple choice or True/False exams.

**Case Studies, Journal Articles and Collaborative Activities:** There will be a minimum of one case study and two journal articles required throughout the course. **You *may* be required to work collaboratively** (meaning you will work in teams) for at least one of those activities.

**17.1 Grade Appeal:** “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

**Calendar for MGMT5344 Spring Term 2018**

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| **Week 1  Feb 26th** | **Introduction, Course Policy & Requirements, Syllabus**  **Chapter 1: Introduction to Human Resource Development** |
| **Week 2**  **Mar 5th** | **Chapter 2: Influences on Employee Behavior**  **Chapter 3: Learning and HRD**  **(Your first journal article will be assigned this week)** |
| **Week 3**  **Mar 19th** | **Chapter 4: Assessing HRD Needs** |
| **Week 4  Mar 26th** | **Chapter 5: Designing Effective HRD Programs**  **Chapter 6: Implementing HRD Programs**  **(A case study will be assigned this week)** |
| **Week 5**  **Apr 3rd** | **Chapter 7: Evaluating HRD Programs**  **Chapter 8: Onboarding: Employee Socialization and Orientation** |
| **Week 6**  **Apr 9th** | **Mid-Term – Chapters 1-8 (Details will be provided prior to the Exam)** |
| **Week 7**  **Apr 16th** | **Chapter 9: Skills and Technical Training**  **Chapter 10: Coaching and Performance Management** |
| **Week 8**  **Apr 23rd** | **Chapter 11: Employee Counseling, Well Being and Wellness**  **Chapter 12: Career Management and Development** |
| **Week 9**  **Apr 30th** | **Chapter 13: Management Development**  **Chapter 14: Organization Management and Change**  **(2nd Journal Article or Internet Assignment)** |
| **Week 10**  **May 7th** | **Chapter 15: HRD and Diversity: Diversity Training and Beyond** |
| **Week 11**  **May 14th** | **Final Exam – Chapters 9 – 15**  **(The Final Exam will be given out early to allow time for you to complete it)** |

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| **Holidays** | |
| **Spring Break** | **March 12th – March 16th** |
| **Good Friday** | **March 30th** |
| **Easter Monday** | **April 2nd** |

# 19. ADDITIONAL INFORMATION

Faculty may add additional information if desired.