



SYLLABUS

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: MGMT 5345–VC01 Employee Recruitment and Selection

Term: Spring 2018

Instructor: Dr. Jenny Dutton

Phone Number/Texting and WBU Email Address: (808) 383-0512/duttonj@wbu.edu.

Office Hours, Building, and Location: Please call or email for an appointment.

Class Meeting Time and Location: Virtual Campus

Catalog Description: Workforce planning, personnel forecasting, and the selection of qualified employees; measurement of staffing and performance management policies.

Prerequisites: MGMT 5309

Required Textbook and Resources: Book Title: Staffing Organizations. Author: Heneman. Edition: 8th. Year: 2015. Publisher: McGraw-Hill. ISBN: 9780-07786-2411. Updated: April 13, 2015.

Optional Materials: APA Manual, 6th Edition

Course Outcome Competencies:

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

- Discuss the nature of staffing to include models and strategies.
- Explain aspects of support activities; legal compliance, planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Explain aspects of selection.
- Discuss the employment activity to include decision making and final selection.
- Explain aspects of the staffing system and retention.
- Discuss course concepts relative to the Christian Worldview.

Attendance Requirements: Attendance for the online course is required weekly. Logging on to the course and participating in the required weekly activities (i.e., assignments) is counted as attendance. Any student who misses 25 percent or more of the regularly scheduled attendance activities may receive a grade of F in the course.

Statement on Plagiarism and 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: 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 Executive Vice President/ Provost to the 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.

Grading Criteria:

Participation (35% total):

- Discussion Board–25%
- Reading Quizzes–10%

Examination (25% total):

- Mid-Term Exam–15%
- Quizzes – 10%

Case Study Project (40% total):

- Phase 1 of project–5%
- Phase 2 of project–15%
- Phase 3 of project–20%

Grading Scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

W=Approved Withdrawal

WP=Approved Withdrawal Passing

WF=Approved Withdrawal Failing

I=Incomplete

Tentative Schedule: (Calendar, Topics, Assignments)

Week 1, Feb 26 – Mar 4: Read Chapter 1, preview the PowerPoint. Assignments due this week:

Academic Integrity & Netiquette Policy Test (Failure to complete this assignment in Week 1 will result in being dropped from the course), Discussion Board activities, Email Communication Check (using your WBU email only), Quiz 1. Week 2 Discussion Leader posts the question.

Week 2, Mar 5 – 11: Read Chapters 2 and 3, preview the PowerPoints. Assignments due this week: Discussion Board activities, Quiz 2. Week 3 Discussion Leader posts the question.

No class assignments due the week of March 12 – March 18. Spring Break!!

Week 3, Mar 19 – 25: Read Chapter 4, preview the PowerPoint. Assignments due this week: **Phase 1 of the Work Case Study**, Discussion Board activities, Quiz 3. Week 4 Discussion Leader posts the question.

Week 4, Mar 26 – Apr 1: Read Chapters 5 and 6, preview the PowerPoints. Assignments due this week: Discussion Board activities, Quiz 4. Mid Term exam is open.

Week 5, Apr 2 - 8: **Take Mid-Term.** Located in Week 5 Folder. Week 6 Discussion Leader posts the question. Mid Term due Midnight, CST April 8th.

Week 6, Apr 9 - 15: Read Chapters 7 and 8, preview the PowerPoints. Assignments due this week: Discussion Board activities, Quiz 5. Week 7 Discussion Leader posts the question.

Week 7, Apr 16 - 22: Read Chapters 9 and 10, preview the PowerPoints. Assignments due this week: **Phase 2 of the Work Case Study**. Discussion Board activities, Quiz 6. Week 8 Discussion Leader posts the question.

Week 8, Apr 23 - 29: Read Chapters 11 and 12, preview the PowerPoints. Assignments due this week: Discussion Board activities, Quiz 7. Week 9 Discussion Leader posts the question.

Week 9, Apr 30 – May 6: Read Chapters 13 and 14, preview the PowerPoints. Assignments due this week: Discussion Board activities, Quiz 8.

Week 10, May 7 – 13: Review Discussion Board Activity, Work on Phase 3.

Week 11, May 14 – 19. Phase 3 of the Case Study Project is due **Saturday, May 19th**. No extension granted so please plan accordingly. **Pay close attention to your APA style as Phase 3 is equivalent to a final exam.**

Additional information as desired by the faculty member.

Flexibility: I know you are busy adults and may need some flexibility with your schedules. To help, the academic integrity assignment and discussion board activities are the only items that have weekly date limitations. All other work such as Phase 1, 2 and 3 Project and quizzes may be done ahead of time, but may not be late. The Mid Term will be open at the beginning of Week 4 and close on Sunday CST, at the end of Week 5.

Late Work Policy: Simply enough, late work will be penalized points. Typically, 10% per day late. Please communicate with the professor AHEAD of time to see if something can be worked out.

Student Led Discussion Board:

Posting requirements:

- Students take turns posting the Discussion Board Question of the Week. The week's chapter reading from the textbook is the source for the question. Discussion Leaders start a discussion thread in the week assigned and post a thought provoking, open ended question. Discussion leaders will moderate the discussion for the entire week. Discussion Leaders must post the question by ***Sunday, Midnight, CST the week before***. Discussion board leaders need to post a minimum of three encouraging comments with a minimum of 100 words each, to a minimum of

three different classmates using professional, scholarly tones of the week they are moderating. At a minimum, one of the posts must be from a cited source with a reference list provided.

- Colleague Initial Response due by **Midnight Wednesday CST**. Use the textbook to answer the Discussion Leaders question as your source. Only substantive posts will receive credit.
- Choose one other colleague to respond to. For this response, Use a different peer-reviewed source from the Wayland Library (only). Respond by **Midnight Sunday CST**. Only substantive posts will receive credit.
- Responses must be between 100 – 150 words, no more, no less. No direct quoting allowed in the discussion area, everything is paraphrased. Word count does not include in-text citations.
- For your response to another students, be sure to add a reference listing formatted in APA 6th Ed at the end of your post.
- Write in 3rd Person. If you have a personal experience to share, that is perfect! Just add those comments in a separate paragraph between your scholarly post and your reference list. Personal experiences do not count toward your word count, but are welcome to add “life” to the discussion.

Mid-Term: Select three of the four topics. Each topic response should be between one full to two pages in length, written in APA 6th Ed. format (no cover page or abstract required, include a “Running Head” that includes your first and last name) with a properly formatted reference list on its own page. Points are assessed for content (up to 80%) and APA formatting (up to 20%). Each response should have a minimum of two peer-reviewed articles from the Wayland Library. Write in 3rd Person.

Case Study Project: The Case Study Project is completed in three phases and allows students to use their current or recent workplace as a case study using the Staffing Model (Exhibit 1.6 of your textbook) as your guide. Address each item in the Staffing Model. More information is available in the Begin Here Folder. The final format for this case study should look like a research paper and as APA 6th Edition. Because you are studying your place of employment, writing in 1st, 2nd, & 3rd person **are** appropriate for this project only. Your textbook may be used minimally as a cited source with the majority coming from your company official website/policies and a minimum of five peer-reviewed articles from the Wayland Library. Direct quoting may be used VERY sparingly and any in-text quoted citations must be formatted properly. Include a cover page, abstract page, and reference list. Because every organization is different, there is no specific page count. Try to be between eight to twelve full pages of content (not counting cover page, abstract, reference list) in the Phase 3. Content is 80% of grade, the other 20% is for APA formatting. Please note that Phase 3 is equivalent to a final exam.

Quizzes: Eight weekly quizzes containing questions from the textbook.

Caution Turning in Assignments: Be sure to review your assignments ensuring it is fully turned in. For example, you should be able to see your written assignments in the preview window once submitted. Notify me as soon as possible via email if you are having technology difficulties with Blackboard©.