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**Virtual Campus**

**School of Business**

**Syllabus**

# 2. UNIVERSITY 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.

# 3. COURSE NUMBER & NAME:

MGMT 6312-VC01, Human Resource Management and Strategy

# **4. TERM**:

Spring, 2019

# **5. INSTRUCTOR**:

Dr. Tommy Taylor

# **6. CONTACT INFORMATION**:

Office phone: 270-994-0347

WBU Email: thomas.taylor@wayland.wbu.edu

Cell phone: 270-994-0347

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

Emails and telephone by appointments; Virtual

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

This course meets weekly through Virtual campus-Blackboard

# **9. CATALOG DESCRIPTION**:

Examination of classic and contemporary models of human resource planning and management as a part of strategy planning and implementation. Preparation of a research proposal on a human resource management topic required.

# 10. PREREQUISITE:

# Doctoral student status

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Applying Advanced Analytics to HR Management Decisions | Sesil | 1st | 2014 | Pearson | 9780-13477-0949 | 7/11/17 |
| **\*\*AND\*\*** |  |  |  |  |  |  |
| Guide to the Human Resource Body of Knowledge (HRBoK) | Reed | 1st | 2017 | Wiley | 9781-11937-4886 | 6/28/17 |

# 12. OPTIONAL MATERIALS:

Any textbook that covers the basic functions of Human Resource Management

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

* Critique and synthesize theories in human resource management as a strategic tool in business organizations
* Propose research projects that extend or combine research in the management of human resource systems
* Apply human resource management research theories to current management problems
* Analyze and interpret external and internal environment in the strategic process
* Develop HR strategies of cost containment through HRM
* Plan and create policies that support business strategy

# 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.

# **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**:

# It is expected that the student will spend approximately six to ten hours a week engaged in course work and course preparation. All course work must be typed. Course work submitted late is subjected to a grade reduced of 1.5% for each day the assignment is late. For the sake of time management, see paragraph 18, Tentative Schedule. A breakout of course requirements are listed below:

1. **Discussion Board:** During the term, there will be six distinctive discussion board forums. The specific discussion board topic and due dates will be found in the Blackboard Discussion Board tab. Specific requirements and grading rubric will be found in Blackboard Course Content tab. **The six** **Discussion Board forums represent 30% of the total grade.**
2. **Human Resource Management (HRM) Applied Research Literature Reviews:** The students will develop eight literature reviews on the six HRM function areas. The specific requirements, format, grading rubric, and due date will be found in the Weekly Course Content tab, within Blackboard. **The HRM Research Proposal represents 30% of the total course grade.**
3. **Human Resource Management (HRM) Applied Research Paper:** The students will research and write a paper that discusses the strategic application of HRM in developing human who can create value for an organization. The students are required to choose from major theory areas dealing with commitment, motivation, organizational design, or organizational behavior. With this major theory area, the student will correlate it with data analytics. **Human Resource Management (HRM) Applied Research Paper represents 30% of the total course grade.**
4. **Presentation of HRM Applied Research Paper:** The students will develop and present a PowerPoint presentation of the student’s HRM Applied Research Proposal. Guidance of this presentation will be posted within the Course Content tab within the course Blackboard site. The presentation will be conducted through a Collaborate Plus session. **The Presentation of the HRM Research Proposal represents 10% of the total course grade.**
5. **Means for Assessing Outcome Competencies:**
6. Procedures Used to Compute Final Course Grade:

|  |  |
| --- | --- |
| **Evaluated Area** | **Percentage** |
| 1. Blackboard Discussion | **30%** |
| 2. HRM Applied Research Proposal Literature Reviews | **30%** |
| 3. HRM Applied Research Proposal paper | **30%** |
| 4. Presentation of HRM Applied Research Proposal | **10%** |
|  | **100%** |

1. Grading Criteria: Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Points** | **Percentage** |
| **A** | 100.0 points to 89.5 points | 100% to 90% |
| **B** | 89.4 points to 79.5 points | 89% to 80% |
| **C** | 79.4 points to 69.5 points | 79% to 70% |
| **D** | 69.4 points to 59.5points | 69% to 60% |
| **F** | 59.4 and below | 59% and below |
| **I** |  | Incomplete: See important grading information below |

1. **WBU Additional Grading Policy:** 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.

**17.1 Include Grade Appeal Statement:**

“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:

# For the purpose of time management, the course schedule is provided below:

| **Date & Session #** | **Activities and Assignments** |
| --- | --- |
| Session 1:  **February 25 – March 3**  **Overview of HRM and its 6 functions**  **HRM as a strategic partner**   * Define human resource management. * Identify the human resource management functions. * Describe who performs human resource management activities. * Explain how HR serves as a strategic business partner. * Identify the elements of the dynamic HRM environment. | Prior to first class **Session #1**  🕮 Print and carefully read course syllabus  🕮 Read all student resources documents  🕮 Read Chapters 1& 2: The Human Resource Body of Knowledge HRBoK™ - Sandra Reed  🕮 Read Chapter 1: James C. Sesil  ☞ Establish a WBU email account (Instructions for establishing a WBU email account is located within the course Blackboard site.  🖳 Check personal computer system for systems’ compatibility for first BlackBoard Collaborate Plus class session. **It is important that the student downloaded Google Chrome. Google Chrome is the ONLY browser that allows proper functioning of Collaborate Plus and allows students to see and listen to voice embedded video lectures.**  **🖉 Discussion Board Forum #1:** Complete Discussion Board Self -Introduction. |
| Session 2:  **March 4 – March 10**  **Work Force Planning and Employment**  **Job Analysis and Human Resource Planning:** | 🕮 Read Chapter 3: Sandra Reed - Workforce Planning and Employment  🕮 Read Chapter 3: James C. Sesil  **🖉 Discussion Board Forum:** Complete Discussion Board assignment  🖳 Prepare assignments listed on Blackboard. |
| Session 3:  **March 18 – March 24**  **Workforce Planning and Employment:**  **Recruitment and Selection:** | 🕮 Read Chapter 3:Sandra Reed - Workforce Planning and Employment  🕮 Read Chapter 4: James C. Sesil -  🖳 Prepare assignments listed on Blackboard. |
| Session 4:  **March 25 – March 31**  **Performance and Appraisal Management:** | 🕮 Read Chapter 4: Sandra Reed – Performance Management  🕮 Read Chapter 5: James C. Sesil    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 5:  **April 1 – April 7**  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil  🖳 Prepare assignments listed on Blackboard. |
| Session 6:  **April 8 – April 14**  **Training and Development:** | 🕮 Read Chapter 4: Sandra Reed - Human Resource Development  🕮 Read Chapter 3: James C. Sesil - Value Creation and Advanced Analytics    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 7:  **April 15 – April 21**  **Compensation:** | 🕮 Read Chapter 5: Sandra Reed - Compensation and Benefits  🕮 Read Reach Chapter 4: James C. Sesil - Human Science and Incentives  🖳 Prepare assignments listed on Blackboard. |
| Session 8:  **April 22 – April 28**  **Employee and Labor Relations:** | 🕮 Read Chapter 6: Sandra Reed - Employee and Labor Relations  🕮 Read Chapter 4: James C. Sesil    🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 9:  **April 29 – May 5**  **Risk Management (Safety and Health):** | 🕮 Read Chapter 7: Sandra Reed - Risk Management  🕮 Read Chapters 4: James C. Sesil  🖳 Prepare assignments listed on Blackboard. |
| Session 10:  **May 6 – May 12**   * **Critique and synthesize theories in human resource management as a strategic tool in business organizations** * **Apply human resource management research theories to current management problems** | 🖳 Prepare assignments listed on Blackboard.  **🖉 Discussion Board Forum:** Complete Discussion Board assignment |
| Session 11:  **May 13 – May 18 (NOTE: Saturday is May 18)**   * **Critique and synthesize theories in human resource management as a strategic tool in business organizations**   **Apply human resource management research theories to current management problems** | 🖳 Prepare assignments listed on Blackboard. |
| Note: The professor reserves the right to alter this schedule as needed. Any revisions to this study plan will be announced through email to student’s WBU email account. | |

# 19. ADDITIONAL INFORMATION:

1. **Students’ WBU Email Accounts:** By week 1 of theterm, students enrolled in this course must obtain a WBU email account. This is a mandatory requirement, as I will communicate with the students enrolled in this course through Blackboard email. If a student experiences difficulty establishing a WBU email account, then the graduate student needs to contact the University’s IT department at [itsupport@wbu.edu](mailto:itsupport@wbu.edu) or by phone at 1-800-203-9048.
2. **Course/Assignment Information:**
3. Students will need Internet access for Blackboard. Additionally, students will need computer speakers or headsets in order to listen to videos.
4. All assignments are due are 11:59 p.m. (Central Time Zone). Late assignments may be subject to one letter grade reduction.
5. All written assignments must be in the APA Publication Manual (latest edition) writing style, 12-point Times New Roman and double-spaced. Additionally, all written assignments will be assessed on the basis of content, as well as, quality of grammar and punctuation, and proper application of APA writing style.
6. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
7. All work must be the original work of the individual student. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty will result in a zero (0) for an assignment, and additional actions as outlined within online WBU Academic Catalog.
8. The student’s first point-of-contact for this course is the professor. If the professor cannot provide a satisfactory response, then the students will next contact the student’s respective campus dean.
9. If the student sends the professor an email and does not receive an “acknowledge” reply from the professor with 24 hours, the student will retransmit the original email. If the student still does not receive a reply within the next 24-hour period, then call the professor.