



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, and service to God and humankind.

3. COURSE NUMBER & NAME:

MGMT 5345-section number, Employee Recruitment and Selection

4. TERM:

Spring, 2020: Feb 24 to May 16

5. INSTRUCTOR:

Dr. Bob Vega

6. CONTACT INFORMATION:

Office phone: 808-753-5478

WBU Email: vegar@wbu.edu

7. OFFICE HOURS, BUILDING & LOCATION:

Online: Monday through Saturday, 5-10 PM CT.

8. COURSE MEETING TIME & LOCATION:

Virtual classroom, Fully Online course utilizing Blackboard LMS

9. CATALOG DESCRIPTION:

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

10. PREREQUISITE:

BUAD 5300

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Staffing Organizations</u>	Heneman	9th	2019	McGraw-Hill	9781-25975-6559	10/1/18

12. OPTIONAL MATERIALS

None

13. COURSE OUTCOMES AND COMPETENCIES:

- Discuss the nature of staffing to include application of recruiting and selection models and strategies.
- Discuss support activities of legal compliance, HR planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Discuss the employment activity to include decision making and final selection.

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:

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

ASSIGNMENT	POINTS	TOTAL POINTS
Discussion Forums x 10	50 points per discussion forum	500
Midterm Assignment	Power Point Presentation	205
Final Assignment	Research Paper	250
Milestones	1-Research topic 15 points 2-Outline 15 points 3-List of references 15 points	45
Total Points		1000

Grading Scale: A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = below 60% I = for Incomplete W = for Withdrawal

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

Week	Start Date	Topics	Chapter Readings	Assignment
1	Feb 24	Part 1: The Nature of Staffing	1	Discussion
2	Mar 2	Part 2: Support Activities	2, 3	Discussion
3	Mar 9	Part 2: Support Activities	4	Discussion Milestone #1
Mar 16 -20 Spring Break				
4	Mar 23	Part 3: Staffing Activities: Recruitment	5, 6	Discussion
5	Mar 30	Part 4: Staffing Activities: Selection	7, 8	Discussion Milestone #2
6	Apr 6	Midterm		PowerPoint Presentation
7	Apr 13	Part 4: Staffing Activities: Selection	9, 10	Discussion Milestone #3
8	Apr 20	Part 5: Staffing Activities: Employment	11, 12	Discussion
9	Apr 27	Part 6: Staffing System and Retention Management	13	Discussion

10	May 4	Part 6: Staffing System and Retention Management	14	Discussion Final Research Paper
11	May 11	Final Discussion		Discussion Final Day, Saturday, May 16

19. ADDITIONAL INFORMATION

Grading Rubrics will be used in Blackboard to grade discussion and other assignments.