**Wayland 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.

**Contact Information**

**Course**

: MGMT 3324 – VC01 – Human Resource Management

**Campus**

: WBUonline

**Term/Session**

**:** Spring 2, 2024 (March 25 to May 18, 2024)

**Instructor**

**:** Dr. Dave Rambow, Emeritus Professor of Management, School of Business

**Office Phone Number/Cell #**

**:** (907) 242-4261- Please no calls after 9:00 p.m. EST

**WBU Email Address**

**:** david.rambow@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** No Office Hours

**Class Meeting Time and Location**

**:** BlackBoard, WBUOnline

**Catalog Description**

**:**

Impact of external and internal environment upon the functions and activities of personnel/human resource managers. Credit will not be awarded for both MGMT 3324 and HLAD 3324.

**Prerequisite:**MGMT 3304

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Managing Human Resources  With MindTap | Snell/Morris | 19th | 2023 | Cengage | 9780-35771-6533 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:**

1. American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington DC: American Psychological Association
2. Learning Resource Center: The Wayland Library (Learning Resource Center) is available to all Wayland students at: [http://library.wbu.edu](https://webmail.wbu.edu/owa/redir.aspx?C=47gYOUv0XkCt_AMdzEWj6fdPe8FxTNAIOH59kNHmy9xsb1bBKilrMNvOUYx_O3uZE9hNOV4SEOs.&URL=http%3a%2f%2flibrary.wbu.edu) . Tutorials for accessing library resources are linked from the homepage.
3. c. Grammarly at

<https://www.grammarly.com>

**Course Outcome Competencies**

**:**

* Outline the domestic as well as global components of human resource management.
* Explain the importance of development of human capital (training) and explain models of training that occur through human resources.
* Compare strategies of cost containment and interpret legal requirements that exist through human resource management.
* Demonstrate readiness for the Professional Human Resource Certification Examination.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:** **Generative AI tools permitted in specific context and with proper citations.**

* + 1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
    2. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
    3. Specific parameters for generative AI usage are provided by the instructor.
    4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

1. **Course Assignments:** All course assignments are due by mid-night in the time zone a class member resides. The due dates for various assignments are found in paragraph 18: *Tentative Schedule*. All course work must be a class member’s “original work.” This means that the student authored all assignments. Original work further means that when a class member applies ideas, concepts, theories, and/or principles from another author, then the class member properly credits the source.
2. All college-level work well be typed. Course work submitted late may be subject to a reduced by 1.5% for each day an assignment is late. See paragraph 18, Tentative Schedule, to assist with time management. I list below a breakout of course requirements with grading criteria.
3. **WBU Email Accounts:** By March 27, all class members will have an active WBU email account. Additionally, throughout this course, class members will check their respective WBU email accounts as a minimum once a week, beginning the first week of Spring 2 term.
4. **READ THIS: Preparation, Participation, and Engagement**: The learning process mandates that a Class member”
   1. **Prepare** for each online session by (1) reading assigned chapter(s) (2) viewing and listening to video lectures in WEEK folders #1 through #7, and (3) after listening each week’s video lectures, sending an email response to the instructor with that week’s designated word.
   2. P**articipate** by (1) reading the feedback provided in weekly for individual and group assignments and (2) after reading the group assignment feedback documents, class members will send an email response to the instructor with that group assignment feedback document’s designated word.
   3. **Engage** applying feedback to future assignments.
   4. **Preparation, Participation, and Engagement represent 10% of the course total grade.**
   5. The rubric below will be used to evaluate preparation, participation, and engagement. (PPE)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Online Class Sessions Missed** | | | | |
| **Criteria used to determine level of**  **Preparation, Participation, and Engagement** | **0** | **1** | **2** | **3** | **4** |
| **Class member demonstrated preparation** by viewing all PPT video presentaitons. **Class member demonstrated participation and engagement** by responding in email to the instructor on session video lectures and group feedback documents. Class member further demonstrated engagement by appling corrections to assignments from prior feedback documents. | **100%** | **90%** | **80%** | **70%** | **00%** |
| **Class member demonstrated preparation** by viewing 80% of all PPT video presentaitons. **Class member demonstrated occassional participation and engagement** by occassionally responding in email to the instructor on session video lectures and group feedback documents. Class member further demonstrated some preparedness by occassionally appling some corrections to assignments from prior feedback documents. | **90%** | **80%** | **70%** | **60%** | **00%** |
| **Class member demonstrated preparation** by viewing 70% of all PPT video presentaitons. **Class member demonstrated infrequently participation and engagement** by seldom responding in email to the instructor on session video lectures and group feedback documents. Class member seldom demonstrated preparedness by seldom appling corrections to assignments from prior feedback documents. | **70%** | **60%** | **50%** | **40%** | **00%** |
| **Class member demonstrated preparation** by viewing less than 70% of all PPT video presentaitons.  **Class member demonstrated little to no participation and engagement** by not responding in email to the instructor on session video lectures and group feedback documents. Class member did not demonstratde preparedness in appling corrections to assignments from prior feedback documents. | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Topic Assignment (WTA):**
   1. WTA prompts are found in the course BlackBoard within each Weekly Folder.
   2. The **First Required Assignment** will be assessed at 2.0 points.
   3. WTA #1 will be assessed for a maximum score of 6.0 points.
   4. WTAs #2 through #6 will be assessed for a maximum of 11.0 points.
   5. WTA #7 is provided for extra credit and will be assessed for a maximum of 3.0 points.
   6. Class members will craft a *scholarly response* for WTAs #2 through WTA #7 prompts.
2. **HR Case Study Analyses Paper:** Class members will conduct an HRM Case Study analysis and write an HRM Case Study analysis paper. The due date for the HRM Case Study analysis paper is found in paragraph 18, *Tentative Schedule*. **The HRM Case Study analysi paper is worth 19% for a total course grade.**
3. **Technology Requirements:**

Students are expected to perform basic computer hardware and software proficiency with commonly used software programs and maintain current software updates. Additionally, students are responsible to maintain their respective ISP service. To view and listen to video PowerPoint lectures and to enter schedule Collaborate Ultra session, graduate students will use the Google Chrome browser. If a student’s PC does not have the Google Chrome browser, then the browser software can be downloaded for free at the Google Chrome web site.

**Means for Assessing Outcome Competencies:**

1. Procedures used to compute final course grade:
   1. Preparation, Participation, and Engagement (PPE): **10%**
   2. First Required Assignment **02%**
   3. WTA #1: **06%**
   4. Five (5) WTAs #2 through #6 (5 x 11 points each): **55%**
   5. WTA #8 **08%**
   6. HRM Case Study analysis paper: **19%**

**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 to 89.50 points | 100% to 90% |
| **B** | 89.49 to 79.50 points | 89% to 80% |
| **C** | 79.49 to 69.50 points | 79% to 70% |
| **D** | 69.49 to 59.50points | 69% to 60% |
| **F** | 59.49 points and below | 59% and below |

**Student Grade Appeals**

**:** 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 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.

**Tentative Schedule**

|  |  |
| --- | --- |
| Date & Session # | Homework, Activities and Assignments |
| **FIRST REQUIRED ASSIGNMENT** | **On or before Wednesday, March 27,** Complete the “First Required Assignment” |
| **Week 1 - Homework**  March 25 to March 31 | 🖳 Print and read course syllabus  ☞ Establish a WBU email account and send an email message to the instructor at [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu) from WBU email account **by March 27**. (Instructions for establishing a WBU email account is located within the course BlackBoard site.  🕮 **Read Chapters 1 & 2 – (Snell & Morris, 2023)**   * Write a response to Weekly Topic Assignment (WTA #1, Parts A & B) |
| **Week 1 Folder** | 🖳 **In Week 1 Folder:** View and listen to 5 video lectures (1) The Focus of this Course, (2) Syllabus/BlackBoard and Overview, (3) Systems Thinking, (4) Chapter 1, and (5) Chapter 2.  Post response toWeekly Topic Assignment (WTA) #1, Parts A and Parts B prompts by **Sunday, March 31**. |
| **Week 2 - Homework**  April 1 to April 7 | **Read Chapters 3 & 4 - (Snell & Morris, 2023)**  **Assignment:**   * Analysis and write a response to Weekly Topic Assignment #2 prompt. * In Week 2 Folder - download and read HRM Case Study **NARRATIVE** |
| **April 3** | **Last day to drop or withdraw without record/Census Date** |
| **Week 2 Folder** | 🖳 **In Week 2 Folder:** View and listen to 2 video lectures, Chapter 3 and Chapter 4  Post response to WTA #2 prompt and provided feedback to one peer by **Sunday, April 7.**  Print and read HRM Case Study NARRATIVE |
| **Week 3 - Homework**  April 8 to April 14 | **Read Chapters 5 & 6 – (Snell & Morris, 2023)**  **Assignment:** Analysis and write a response to WTA #3 prompt. |
| **April 9**  **First Live Collaborative Meeting** | First Live Collaborate meeting, **Tuesday, April 9, beginning at 8:00 p.m. Eastern Standard Time.**   * For class members NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within Week 3 Folder. * Use only Google Chrome to access this live Collaborate Session. |

|  |  |
| --- | --- |
| Date & Session # | Homework, Activities and Assignments |
| **Week 3 Folder** | 🖳 **In Week 3 Folder**: View and listen to 2 video lectures Chapter 5 and Chapter 6  Post response to WTA #3 prompt and provided feedback to one peer by **Sunday, April 14** |
| **Week 4** - Homework  April 15 to April 21 | **Read Chapters 7 & 8 – (Snell & Morris, 2023)**  **Assignment:** Analysis and write response for WTA #4 prompt. |
| **Week 4 Folder** | **🖳 In Week 4 Folder**: View and listen to 2 video lectures Chapter 7 and Chapter 8  Post response to WTA #4 prompt and provided feedback to one peer by **Sunday, April 21** |
| **Week 5** - **Homework**  April 22 to April 28 | **Read Chapters 9 & 10 – (Snell & Morris, 2023)**  **Assignment:** Analysis and write a response to WTA #5 prompt. |
| **April 26** | **Last day to ofﬁcially drop or withdraw with “W”** |
| **Week 5 Folder** | **🖳 In Week 5 Folder:** View and listen to 2 video lectures Chapter 9 and Chapter 10  Post response to WTA #5 prompt and provided feedback to one peer by **Sunday, April 28** |
| **Week 6 - Homework**  April 29 to May 5 | **Read Chapters 11 & 12 – (Snell & Morris, 2023)**  **Assignment:** Analysis and write a response to WTA #6 prompt. |
| **Week 6 Folder** | **🖳 In Week 6 Folder**: View and listen to 2 video lectures Chapter 11 and Chapter 12  Post response to WTA #6 prompt and provided feedback to one peer by **Sunday, May 5** |

|  |  |
| --- | --- |
| Date & Session # | Homework, Activities and Assignments |
| **Week 7 - Homework**  May 6 to May 12 | **Read Chapters 13 & 16 – (Snell & Morris, 2023)**  **Assignment: For Extra Credit -** Analysis and write a response to WTA #7 prompt.  **Print and review** HRM Case Study Requirements. HRM Case Study analysis paper is due **Friday, May 17** |
| **May 7**  **Second Live Collaborative Meeting,** | Second Live Collaborate Meeting scheduled for **Tuesday, May 7, beginning at 8:00 p.m. Eastern Standard Time.**   * For class members not familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within Week 3 Folder. * Use only Google Chrome to access this live Collaborate Session. |
| **May 10** | **Last day to ofﬁcially drop or withdraw with “WP/WF”** |
| **Week 7 Folder** | 🖳 **In Week 7 Folder**: View and listen to 2 video lectures Chapter 13 and **\*\*\*\*\*Chapter 16**  For **EXTRA CREDIT**, post response to WTA #7 prompt and provided feedback to one peer by **Sunday, May 12** |
| **Week 8 - Homework**  May 13 to May 18 | Respond to Weekly Topic Assignment #8 prompt.  Work HR Case Study analysis paper – due **Friday, May 17.** |
| **Week 8 Folder** | Post a response to WTA #8 prompt by **Friday, May 17.**  🗐 **UPLOAD** HRM Case Study analysis paper through the “Assignment” link within Week 8 Folder by mid-night**, Friday, December 9.** |
| **Final course grades** | Final course grades will be posted **within Student Services** NLT noon (Central Time Zone) **Tuesday, May 21** |

|  |
| --- |
| 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. |

**Additional Information**

* 1. **Class members’ WBU Email Accounts:** By week 1 of theterm, class members will establish a WBU email account, and send an email to the instructor using the student’s WBU email account. This is a mandatory requirement. If a class member has trouble establishing a WBU email account, then contact the instructor via the telephone number provided in this syllabus**. NOTE:** My email address is [david.rambow@wayland.wbu.edu](mailto:david.rambow@wayland.wbu.edu)
  2. **Class members will check their respective WBU email accounts every week.**
  3. **Course/Assignment Information:**
     1. Class members will need Internet to access BlackBoard. Additionally, students will need a computer with speakers or headsets to listen to voice embedded video PowerPoint lectures.
     2. All assignments are due is NLT 11:59 p.m. for the time zone a class member resides. Late assignments are subject to score reduction.
     3. All written assignments will be assessed on three criteria: 1) content, 2) grammar and punctuation, and 3) proper application of APA writing style (7th ed.).
     4. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
     5. All course work will be the original work of the individual class member. Academic honesty is expected. 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 2023-2024, may be taken by the instructor.
     6. A class member’s first point-of-contact for this course is the professor. If the professor cannot provide a satisfactory response, then the graduate students will next contact the student’s respective campus dean.

1. **Expectations and Responsibilities:**
   * 1. **Instructor**: As the instructor, I am responsible to communicate and instruct the course standards by presenting clear, meaningful video lectures, providing students timely and useful feedback on assignments, and responding back to students in a timely manner.
     2. **As a class member in this online course here are my expectations:**
   1. You will read this syllabus completely and understand your responsibilities.
   2. You will enter each on-line class session having read the assigned chapter(s) and having listened to the corresponding chapter lectures posted within BlackBoard.
   3. You will complete and turn assignment at the due date.
   4. You will present questions when text and /or lectured material are unclear.
   5. You will commit yourself to the learning process.
   6. **You will communicate with the professor.**