



**WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.
2. Course: **MGMT 3324** – {VC01}, Human Resource Management
3. Term: SUMMER 2017
4. Instructor: Randy Jackson
5. Office Phone Number and WBU Email Address: 806-296-1847 randy.jackson@wbu.wayland.edu
6. Office Hours, Building, and Location: As Arranged
7. Class Meeting Time and Location: As Arranged
8. 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.
9. Prerequisites: MGMT 3304
10. Required Textbook and Resources:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<u>Managing Human Resources</u>	Snell	17th	2016	Cengage Learning	9781-28586-6390	4/9/15

11. Optional Materials:
  - I do require that you use APA resources in your writing to validate and add reliability to your answers. I do recommend that you purchase a current version of the APA writer's handbook to assist you and to use as a guide.
  - If you plan on continuing on to graduate school, APA handbook will be a requirement so it is a good idea to go ahead and get use to it.
12. Course Outcome Competencies:

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

  - Describe and classify the global marketplace for Human Resource Management.
  - Interpret technology aspects of Human resource Management.
  - Determine changes in demographic and workplace needs.
  - Explain the importance of development of human capital (training) and examine models of training.
  - Assess the Human Resource environment using market indicators in Human Resource Management.
  - Develop strategies of cost containment through Human Resource Management.
  - Interpret legal requirements for Human Resource Management.
  - Develop Human resource policy for a firm.
  - Prepare for the Professional Human Resource Certification Examination.

13. Attendance Requirements:

14. 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.

15. 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.”

16. 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.

17. Tentative Schedule: (Calendar, Topics, Assignments)

**Schedule**

Week	Chapter Assignment	Dates
1	Reading: Chapters 1 and 2 Instructor expectations Getting to know you discussion Disc. bd.: Topic relating to Chapters 1 and 2 reading Weekly Quiz	05/29-6/7
2	Reading--Chapter 3 Disc. bd—Sexual Harassment Weekly Quiz	6/3-6/12
3	Reading: Chapter 4 Disc. bd.-- ADA Week 3 Exercise: Job Characteristics Model Weekly Quiz	06/10-6/19
4	Reading: Chapters 5 and 6 Additional Reading Material to prepare for Unit 5 Disc. bd. – Employment Testing Week 4 quiz	6/17-6/26

5	Reading: Chapters 7 and 8 Disc. Bd. Training Methods/Models Assignment: Case Study	6/24-7/3
6	Reading: Chapter 9 Disc. bd.-- Compensation MIDTERM EXAM	6/24-7/10
7	Reading: Chapters 10 and 11 Disc. bd.—FMLA/COBRA Week 7 Assignment: Gainsharing Weekly Quiz	7/8-7/17
8	Reading: Chapter 12 Disc. bd.—Workplace Safety Safety survey	7/15-7/24
9	Reading: Chapter 13 Disc. bd.-- Privacy Disc bd.--Documentation	7/22-7/31
10	Reading: Chapter 14 Disc. Bd: Labor Unions Labor Relation Quiz Weekly Quiz	7/29-8/7
11	FINAL EXAM: Chapters 10 through 14	7/29-8/11

18. Semester Holiday Schedule

1. Memorial Day: May 29th
2. Independence Day: July 4th

- No assignments will be due per University policy, during a University holiday. Please refer to the course schedule for assignment due dates.