# "WBUlogo"

Virtual Campus

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5309-VC01, Strategies of Human Resource Management

# **4. TERM**:

Summer, 2018

May 28 – August 11

# **5. INSTRUCTOR**:

Dr. Don Knox

# **6. CONTACT INFORMATION**:

Office phone: 806.792.7021

WBU Email: knox@wbu.edu

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

M/T/W/TH 12:00 – 5:00

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

Blackboard

# **9. CATALOG DESCRIPTION**:

Comprehensive strategic human resource management; philosophy of human resource management; behavioral science perspectives; ethical and legal environmental influences of employee and labor relations, diversity issues, and globalization challenges; performance management including metrics; information system tools, rewards, training, career management, and organizational change; analysis and design of jobs.

# 10. PREREQUISITE:

BUAD 5300 (For the M.P.A. MGMT 3304 only)

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Human Resource Management, Gaining a Competitive Advantage | Noe | 10th | 2017 | McGraw-Hill | 9781-25990-8408 | 6/28/17 |

# 12. OPTIONAL MATERIALS: additional materials may be posted on Blackboard by the instructor

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

* Define the role of Human Resources in today’s high-powered work place.
* Develop an approach to organizational change through Human resource policy.
* Analyze successes and failures in Human Resource Management.
* Describe and classify the global marketplace for Human Resource Management.
* Interpret technological aspects of Human Resource Management.
* Determine changes in demographic and workplace needs.
* Explain the importance of human capital (training) and examine models of training.
* Develop a resource base for managing Human Resource issues.
* Determine impacts of government policy on the Human Resource element of the firm.
* Evaluate ethical, equitable and efficient aspects of Human resource practices.
* Assess the Human resource environment using market indicators in Human resource Management.
* Develop strategies of cost containment through Human Resource Management.
* Interpret legal requirements levied on Human Resource Management.
* Develop Human Resource policy for a firm.
* Prepare for the Professional Human Resource Certification Examination.

# 14. ATTENDANCE REQUIREMENTS:

WBUonline (Virtual Campus)

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 3 or more weeks of an 11 week term, 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 term 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.

# **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**:

The University is an institution of higher education. Students are assumed to have the appropriate academic skills and maturity to act responsibly for their education and conduct. You are responsible for the posted timelines, assignment dates, discussion questions and your ISP and computer. All dates and times listed are Texas – Central Time zone.

Participation/Attendance: Participation in an on-line course can be difficult to measure. To help me deal with the different time zones and shift working of various individuals, I will set up analogous discussions. I will post a discussion topic once per week . You must respond to my posted question and reply to at least two other students’ response to my question. Your original post will always be due by 11:59:00 PM on Wednesday of the week and the two replies by 11:59 PM on Saturday of the week. Late postings are not graded. When the discussions are posted, I expect each student to comment on each. I will not tolerate abusive or overly critical comments from any student – please remember to be civil! This is worth 200 points or 20% of your grade. Abusive behavior will not be tolerated.

Quizzes: There will be quizzes covering the assigned chapters. The quizzes are not proctored but they are a part of your grade. They are timed and there is a penalty incurred if the time limit is exceeded. Since the quizzes are not proctored – there are NO make-ups. These (total) are worth 120 points total or 12% of your final grade. Quizzes will be available for 6 days each – the quizzes will help you with the test! Please do not wait until the last moment to take the quiz/exam. There may be an issue with your computer/ISP and I may be unable to help you out.

Exams: Every student will be required to take three exams on the dates indicated on the schedule. The exams will contain about 60 - 75 questions and may consist of multiple choice, true/false, matching and essay questions. The exams will be worth 100 points each or 30% each of your final grade. A majority of these questions will come from the chapter quizzes.

Journal Reviews: Each student will review two academic journal articles. The will be in a folder labeled “Journals for assignment 1 (2)”. There will several to choose from. The review will be a minimum of 750 words (double spaced, 12 point Times New Roman font, 1” margins and I will repaginate). You do not need to include your name – just the journal article name that you are reviewing. I will delete and bibliographic information before I look at the length of the assignment. The review is your opinion of the journal article. Does it make sense? Does the author prove their point? Did they go about the research well? How can you apply the research? Things along that line should be in the review. More information will be provided in the course area for this assignment. Each review is worth 100 points for a total of 200 points or 20% of your final grade. Late work will not be accepted and emailed assignments will not be accepted. All assignments must be turned in via the Blackboard portal.

HR Relocation/Expansion Project: Each student will complete an HR Relocation/Expansion project. Detailed information will be found in the course area for this assignment. The project will consist of an Executive summary, detailed proposal and a powerpoint presentation that will be available for the class to review. I believe that it is critical to have a “take away” project from any course and this is your take away for this course.

**Additional Quiz/Test Instructions**

On the scheduled date, the quiz/exam will be posted for a period of time during which you may log on and take the exam.

ALL exams will use BlackBoard and are timed with no back tracking allowed.

Once you log on you have 1 hour to take exams and 20 minutes to take quizzes. The quiz/test should auto submit with the timer however if it does not and you go over the allotted time, one point will be deducted from the exam grade for each minute that you are over the allotted time for the first 5 minutes. 5 points will be deducted for each minute over 240 minutes. These quizzes and quiz/exams are closed book and no notes. Additional instructions may be posted before the exam date. If there is an issue with Wayland’s BlackBoard server, the student will not be penalized. However, there have been very few issues with this server. **Again, and I cannot stress this enough, do not wait until the last minute to take quizzes and exams.**  Quizzes will never be reset or extended and exams will not be reset as a matter of routine.

Grading: The course grade will be determined from the following breakdown:

3 Exams 300 points (100 points each)

6 Quizzes 120 points (20 points each)

2 Journal Reviews 200 points (100 points each)

10 Participation (discussions) 200 points (20 points each)

1 HR Relocation/Expansion Project 180 Points

**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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Open** | **Date Closed (23:59 CT)** | **Type of assignment** |  |
| **5/28** | **8/11** | **Course opens** | **Course Closes** |
| **6/4** | **6/9** | **Quiz 1** | **Chapters 1-3** |
| **6/11** | **6/16** | **Quiz 2** | **Chapters 4-6** |
| **5/28** | **6/16** | **Journal 1** |  |
| **6/18** | **6/23** | **Test 1** | **Chapters 1 – 6** |
| **6/25** | **6/30** | **Quiz 3** | **Chapters 7-8** |
| **7/2** | **7/7** | **Quiz 4** | **Chapters 9-10** |
| **6/23** | **7/7** | **Journal 2** |  |
| **7/9** | **7/14** | **Test 2** | **Chapters 7 - 10** |
| **7/16** | **7/21** | **Quiz 5** | **Chapters 11 – 13** |
| **7/23** | **7/28** | **Quiz 6** | **Chapters 14 – 16** |
| **5/28** | **8/4** | **HR Project** |  |
| **8/6** | **8/11** | **Test 3** | **Chapters 11-16** |
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# 19. ADDITIONAL INFORMATION

**Note to students: Sunday is a day of rest. Please understand this is a college course. I expect you to be prepared and be a self-motivator in this course. I do not open email attachments from students – ever (that really means that I do not open them). Late work is not accepted – you have had plenty of time to get things done but if you wait until the last minute then things in life may prevent you from completing an item but that is a choice you made. I realize some of you may find these statements ridiculous and I do as well but you would be amazed at how many people think they have a unique circumstance. Quizzes will not be reset and missed quizzes are a zero grade and you do not get to use them to review for the exams. Short and or late assignments will not be graded.**