WAYLAND
BAPTIST UNIVERSITY

VIRTUAL CAMPUS
SCHOOL OF BUSINESS

SYLLABUS

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.

Course: **MGMT 5345–VC01** Employee Recruitment and Selection

Term: Summer 2018 (May 28 – August 11th, 2018)

Instructor: Dr. Jenny Dutton, Hawaii Campus

Phone Number/Texting and WBU Email Address: (808) 383-0512/duttonj@wbu.edu. If texting me, please be sure your name and course number in the text message.

Office Hours, Building, and Location: Please call or email for an appointment.

Class Meeting Time and Location: Virtual Campus

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

Prerequisites: MGMT 5309

Required Textbook and Resources: Book Title: Staffing Organizations. Author: Heneman. Edition: 8th. Year: 2015. Publisher: McGraw-Hill. ISBN: 9780-07786-2411. Updated: April 13, 2015.

Optional Materials: APA Manual, 6th Edition

Course Outcome Competencies:
Upon completion of this course the student should be able to:
- Discuss the nature of staffing to include models and strategies.
- Explain aspects of support activities; legal compliance, planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Explain aspects of selection.
- Discuss the employment activity to include decision making and final selection.
- Explain aspects of the staffing system and retention.
- Discuss course concepts relative to the Christian Worldview.

Attendance Requirements: Attendance for the online course is required weekly. Logging on to the course and participating in the required weekly activities (i.e., discussion boards, assignments) is counted as

attendance. Any student who misses 25 percent or more of the regularly scheduled attendance activities may receive a grade of F in the course.

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.

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."

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.

Grading Criteria:

Participation (40% total):
- Discussion Board–30%
- Homework Assignments – 10%

Examination (20% total):
- Weekly Quizzes – 20%

Case Study Project (40% total):
- Phase 1 of the project–5%
- Phase 2 of the project–15%
- Phase 3 of the project–20% (Considered your Final Assessment)

Grading Scale:

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

W=Approved Withdrawal
WP=Approved Withdrawal Passing
WF=Approved Withdrawal Failing
I=Incomplete

Tentative Schedule: (Calendar, Topics, Assignments)

Week	Reading	Assignments
Week 1, May 28 – June 3	Syllabus, Blackboard, Chapter 1 Review PowerPoint/s	*Academic Integrity Test *Email Communication *Discussion Board *Quiz 1 *DL Post Week 2 Question
Week 2, June 4 – June 10	Chapters 2 & 3 Review PowerPoint/s	*Discussion Board *Quiz 2 *DL Post Week 3 Question
Week 3, June 11 – Jun 17	Chapter 4 Review PowerPoint/s	*Discussion Board *Quiz 3 *DL Post Week 4 Question **Phase 1 Due**
Week 4, June 18 – June 24	Chapters 5 & 6 Review PowerPoint/s	*Discussion Board *Quiz 4 *DL Post Week 5 Question
Week 5, June 26 – July 1	Chapters 7 & 8 Review PowerPoint/s	*Discussion Board *Quiz 5
Week 6, July 2 – July 8	No Reading This Week No Discussion Board this Week	**Homework's 1 & 2 Due** * Work on Phase 2 * DL Post Week 7 Question
Week 7, July 9 – July 15	Chapters 9 & 10 Review PowerPoint/s	*Discussion Board *Quiz 6 *DL Post Week 8 Question **Phase 2 Due**
Week 8, July 16 – July 22	Chapters 11 & 12 Review PowerPoint/s	*Discussion Board *Quiz 7 *DL Post Week 9 Question
Week 9, July 23 – July 29	Chapters 13 & 14 Review PowerPoint/s	*Discussion Board *Quiz 8 **Optional Submit Phase 3 for Review**
Week 10, July 30 – August 5	Finalize Phase 3 Project	*Instructor led Discussion Board **Homework's 3 & 4 Due**
Week 11, August 6 – August 11		**Phase 3 due by Saturday, August 11th**

Additional information as desired by the faculty member.

Late Work Policy: See Token system in blackboard regarding late work. Students can exchange earned tokens for a one-week assignment extension except for the Phase 3 project without penalty. Otherwise, 10% point deduction for each day late. No extensions beyond one week unless justified.

Student Led Discussion Board:
Posting requirements:

- Students take turns posting the Discussion Board Question of the Week. The week's chapter reading from the textbook is the source for developing the question. Discussion Leaders (DL) start a thread in the week assigned and post a thought-provoking, open-ended question. Discussion leaders will moderate the discussion for the entire week. DL's must post the question by *Sunday, Midnight, CST before the start of the new week*. In-text direct quotes are **not** to be used, practice good paraphrasing.
- DL's moderate the discussion for the week and need to post a minimum of three encouraging comments to three different colleagues using professional, scholarly tones. At a minimum, one of the posts must be from a cited source with a reference list provided. Use scholarly tone always.
- Colleague Initial Response due by *Midnight Wednesday CST*. Use the textbook to answer the DL's question as your source. Only substantive posts will receive credit. Include in-text citations and the reference for the textbook.
- Choose one other colleague and respond. For this response, Use a different peer-reviewed source from the Wayland Library (only). Respond by *Midnight Sunday CST*. Only substantive posts will receive credit.
- All posts and responses must be between 100 – 150 words. **No direct quoting** allowed in the discussion area, writing and thoughts are paraphrased. Word count does not include in-text citations.
- For your response to colleagues, be sure to add a reference listing formatted in APA 6th Ed at the end of your post.
- Write in 3rd Person. If you have a personal experience to share, that is perfect! Add those comments in a separate paragraph between your scholarly post and your reference list. Personal experiences do not count toward your word count but are welcome to add "life" to the discussion.

Homework: There are four homework assignments. Two are due in the first half of the term; the other two are due to the second half. Respond to each assignment with one full to two pages in length, written in APA 6th Ed. format (no cover page or abstract required). Put your name in a Running Head. Include a properly formatted reference list on a separate page. Points are assessed for content (up to 80%) and APA formatting (up to 20%). Each homework response should have a minimum of two peer-reviewed articles from the Wayland Library in addition to referencing the textbook. Some assignments will allow you to write in the first and second person while others require the third person.

Case Study Project: The Case Study Project is completed in three phases and allows students to use their current or recent work-place as a case study using the Staffing Model (Exhibit 1.6 of your textbook) as your guide. Address each item in the Staffing Model. More information is available in the Begin Here Folder. The final format for this case study should look like a research paper and as APA 6th Edition. Because you are studying your place of employment, writing in 1st person is appropriate for this project. Your textbook may be used minimally as a cited source with the majority coming from your company official website/policies and a minimum of five peer-reviewed articles from the Wayland Library. Direct quoting may are used VERY sparingly, and any in-text quoted citations must be formatted properly. Include a cover page, abstract page, and reference list. Because every organization is different, there is a flexible page count of <u>between eight full to twelve pages</u> of content (not counting cover page, abstract, reference list) in Phase 3. Content is 80% of the grade; the other 20% is for APA formatting. Please note that Phase 3 is considered your final assessment.

Quizzes: There are eight weekly quizzes containing questions from the textbook.

Flexibility Built In: The design of this course is for adult learners who need some flexibility while meeting the course objectives. With the exception of the weekly discussion board, all other assignments may turned in at any time prior to the due date.

Late work: Colleagues earn one token (up to three total for the term) for items graded an "A":
1. Every two homework assignments
2. Every three Discussion boards
3. Every two quizzes

Work not turned in on time will automatically be graded a "0" and locked. However, your tokens can be used to turn in late work with a one-week extension without penalty. Notify me via email that you would like to use a token to turn in late work and I will unlock the assignment for you. After the one week extension, if assignment is not submitted, the work will be graded a "0" with no further opportunities for resubmission. The only assignment that may NOT be turned in late is the Phase 3 assignment.

Caution Turning in Assignments: Be sure to review your assignments ensuring it is fully turned in. For example, you should be able to see your written assignments in the preview window once submitted. Notify me as soon as possible via email if you are having technical difficulties with Blackboard©.