# Wayland Logo

WBUonline

**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 5309-VC01, *Human Resource Management Practices*

# **4. TERM**:

Summer 2020 (May 25 to August 8, 2020)

# **5. INSTRUCTOR**:

Dr. Dave Rambow, Adjunct Professor of Management, School of Business

# **6. CONTACT INFORMATION**:

Contact phone: cell & text (907) 242-4261

WBU Email: [david.rambow@wayland.wbu.edu](http://david.rambow@wayland.wbu.edu)

Cell phone: Same as contact phone number

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

No office hours: Contact professor by email or cell phone

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

Meeting day & time: Course meets online beginning Monday, May 25, 2020 through WBUonline, 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**: The course textbook is an eTextbbok. Within the course BlackBoard site is a tab titled “eTextbook.”

Noe, R., Hollenbeck, J., Gerhart, B., and Wright, P. (2019). *Human resource management: Gaining a competitive advantage* (11th ed.). McGraw-Hill ISBN: 978-1-260-14229-7

**NOTE:** The cost of the eTextbook is included at registration. It is acceptable that those students who desires to purchase a hard copy may do so. **HOWEVER, it is imperative that students who buy a hardcopy OPT-OUT of the eTextbook in the classroom link prior to No-Later-Than June 9. If actions to OPT-OUT is not completed by June 9, then the students will be charged for the eTextbook.**

# 12. OPTIONAL MATERIALS

1. *Publication Manual of the American Psychological Association* (APA), 7th Edition.
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. Supplemental reading material will be distributed through BlackBoard.

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

1. Evaluate the significance of HRM partnering with management in creating a competitive advantage.
2. Evaluate the external environment and the internal work processes of an organization to identify HR issues.
3. Assess the role of job analysis to the HRM functions of EE Law, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
4. Evaluate an organization’s human resource needs using the HRM functions of HR Planning, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
5. Synthesize course information towards the Society for Human Resource Management (SHRM) Professional Human Resource Certification Examination

# 14. ONLINE ATTENDANCE REQUIREMENTS:

As stated in the 2019-2020 Wayland Baptist University Academic Catalog, graduate 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. The instructor in online courses is responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, the instructor is responsible for incorporating specific instructional activities within the 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. The 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 online 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 (2019-2020 WBU Academic Catalog).

# **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 (2019-2020 WBU Academic Catalog).

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

1. 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. For the sake of time management, see paragraph 18, Tentative Schedule. I list below a breakout of course requirements with grading criteria.
2. **Course Assignments:** All course assignments are due by mid-night in the time zone a student resides on the dates indicated for various assignments within the course syllabus, paragraph 18: Tentative Schedule. All course work must be a student’s “original work.” This means that the student authored all assignments. Original work further means that when a student applies the ideas, concepts, theories, and/or principles from another author, then the student properly credits the source.
3. **WBU Email Accounts:** By May 25, all students enrolled in this course will have an active WBU email account. Additionally, throughout this course, students will check their respective WBU email accounts as a minimum once a week beginning the first day of Summer term, Monday, May 25, 2020.
4. **Preparation, Participation, and Engagement**: The learning process mandates that a student **prepare** for each online session by (1) reading the assigned chapter(s) (2 listing to session video lectures, and (3) providing the appropriate response back to the instructor after listing each video lecture; **participate** by 1) reading individual and group assignment feedback documents and providing the appropriate response back to the instructor after reading feedback documents, and **engage** by asking meaningful questions when course material or feedback is not clear. The rubric below will be used to evaluate preparation, participation, and engagement. **Preparation, Participation, and Engagement represent 10% of the course total grade.**

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|  | **Online Class Sessions Missed** | | | | |
| **Criteria used to determine level of Preparation and Participation** | **0** | **1** | **2** | **3** | **4** |
| **Student Engaged by** asking questions and by providing responds back to the instructor on session video lectures and or assignment feedbacks. Student demonstratd engagement by appling corrections to assignments from feedback information. | **100%** | **90%** | **80%** | **70%** | **00%** |
| **Student Occassionlly Engaged by** asking occassionally questions and by providing responds back to the instructor on session video lectures and or assignment feedbacks. Student demonstratd some preparedness by occassionally appling corrections to assignments from feedback information. | **90%** | **80%** | **70%** | **60%** | **00%** |
| ***Student Infrequently Engaged by*** seldom asking questions and by seldom providing responds back to the instructor on session video lectures and or assignment feedbacks. Student’s seldom *demonstrated preparedness by seldom appling corrections to assignments from feedback information.* | **70%** | **60%** | **50%** | **40%** | **00%** |
| ***Student Never Engaged by*** neverasking questions and never providing responds back to the instructor on session video lectures and or assignment feedbacks. Student never *demonstratd preparedness in appling corrections to assignments from feedback information.* | **50%** | **40%** | **30%** | **20%** | **00%** |

1. **Weekly Topic Response (WTR) Assignments:** Graduate students will craft a *scholarly response* for all WTR prompt assignments. By class session numbers, WTR prompts are found the courser BlackBoard tab titled: *Weekly Topic Response*. Weekly topic response assignments will be assessed for a maximum score of 6.0 points. Additionally, peer-to-peer feedback response to one other class member’s will be assessed for a maximum score of 1.0 points. The total possible points for a WTR response are 7.0 points. **The Eight required** **WTR assignments represent 56% of the total grade.**
2. **Two Extra Credit Weekly Topic Responses**: Weekly Topic Responses #5 and #9 are provided for extra credit. Each extra credit WTR is worth 2.5 points. No peer-to-peer feedback is required for WDTs 5 and 9.

1. **Two HR Case Study Analyses Assignments:** Graduate students will conduct two HR Case Study analyses and writes two HR Case Study analysis papers. The due dates for each HR Case Study analysis are found in paragraph 18, *Tentative Schedule*. **Each HR Case Study paper is worth 17% for a total ofv34% of the total course grade.**
2. **Technology Requirements:**

Graduate students are expected to perform basic computer hardware and software proficiency with commonly used software programs and maintain current software updates. Additionally, graduate 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.

1. **Means for Assessing Outcome Competencies:**
2. Procedures used to compute final course grade:
   1. Preparation, Participation, and Engagement: **10%**
   2. Eight (8) BlackBoard Weekly Topic Response (WTR) (8 x 7 points each): **56%**
   3. Two HR Case Studies (2 x 13 points each): **34%**
3. Grading Criteria:Letter grades from "A" to "F" will be issued to student based on individual work. The grading criteria are listed below:

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| **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 |

**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

The tentative schedule provided below indicates specific course activities, assignments, and due dates. This schedule is provided to assist student’s in time management. Make time to review the schedule and note activities and due dates of assignments.

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| Date & Session # | Homework, Activities and Assignments |
| 🕮 HOMEWORK for  Session 1 | **Prior to first class session**  🕮 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. (Instructions for establishing a WBU email account is located within the course BlackBoard site. |

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| Date & Session # | Homework, Activities and Assignments |
| **Session #1**  **May 25 – May 31** | 🕮 Read Chapters 1 & 2 - Noe  **🖳 Using only Google Chrome, listen to 4 voice embedded video lectures** found within BlackBoard, Session 1 tab: Course Introduction and Overview, Systems Thinking, Chapter 1, and Chapter 2.  🕮 **Session 1 Assignment:** Complete Weekly Discussion Topic (WDT) #1 prompt by Sunday, May 31. |
| 🕮 HOMEWORK for Session 2: | **Session 2:** Read Chapters 3 & 4 - Neo  🕮 **Session 2 Homework:**   * Assignment - Complete Session 2 Weekly Topic Response (WTR) prompt. * In Session 2 Tab - download and read HR Case Study #1 and download HR Case Study #1 paper template. * HR Case Study #1 analysis paper is due Thursday, June 25. |
| **Session #2**  **June 1 - June 7** | **🖳 Using only Google Chrome, listen to 3 voice embedded video lectures** found within BlackBoard, Session 2 tab: Chapter 3, Chapter 4, and How to Approach HR Case Study #1.  🕮 **Session 2 Assignment:** Complete Weekly Topic Response #2 prompt and provided feedback to one peer by Sunday, June 7. |
| 🕮 HOMEWORK for Session 3: | **Session 3:** Read Chapters 5 & 6 - Neo  **Session 3 Homework:**   * Assignment - Complete Session 3 Weekly Topic Response prompt. * Work HR Case Study #1 paper – due Thursday, June 25. Use HR Case Study paper template located within Session 2 Tab. |
| **Session #3**  **June 8 – June 14** | 🖳  **First live Collaborative Ultra session, Tuesday, June 9. For students NOT familiar with BlackBoard Collaborative Ultra, I produced a brief voice PPT video discussion which is available within the tab titled: Collaborate Sessions. Use only Google Chrome to access this live Collaborate Session.**  **🖳**For those students unable to attend the live Collaborate session, I will record this Collaborate session for viewing. **Use only Google Chrome** to access this recorded Collaborate session. To access this recorded session, view the brief voice PPT video discussion found in the tab titled: Collaborate Sessions.  **🖳 Using Google Chrome, listen to 2 voice embedded video lectures** found within BlackBoard, Session 3 tab: Chapter 5 and Chapter 6.  🕮 **Session 3 Assignments:** Complete Weekly Topic Response #3 prompt and provided feedback to one peer by Sunday, June 14. |

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| Date & Session # | Homework, Activities and Assignments |
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| 🕮HOMEWORK for Session 4: | **Session 4**: Read Chapters 7 & 8 – Neo  **Session 4 Homework:**   * Assignment - Complete Weekly Topic Response #4 prompt. * Work HR Case Study #1 is due Thursday, June 25, by midnight (Central Time Zone). |
| **Session #4**  **June 15 – June 21** | **🖳 Using Google Chrome,** **listen to 2 voice embedded video lectures** found within BlackBoard, Session 4 tab: Chapter 7 and Chapter 8.  🕮 **Session 4 Assignment:** complete Weekly Topic Response #4 prompt by Sunday, June 21. |
| 🕮HOMEWORK for Session 5: | **Session 5:** Read Chapters 9 & 10 - Neo  **Session 5 Homework:**   * For Extra Credit, Session 5 Weekly Topic Response prompt. * Work HR Case Study #1 paper. due Thursday, June 25, by midnight (Central Time Zone). |
| **Session #5**  **June 22 – June 28** | **🖳 Using Google Chrome**, **listen to session 5 voice embedded video lectures** found within BlackBoard, Session 5 tab: Chapter 9 and Chapter 10.  🕮 **Session 5 Assignments:**   * **UPLOAD** HR Case Study #1 through the “Assignment” link within Session 5 Tab**,** by midnight (Central Time Zone). * For Extra Credit - Weekly Topic Response #5 prompt and provided feedback to one peer by Sunday, June 28. |
| **A close up of a flag  Description automatically generated** | To you are your loved ones, may you enjoy a wonderful celebration of our country’s freedom, and as you do, please keep the men and women who daily defend this precision gift of “Freedom” in your prayers. |
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| 🕮 HOMEWORK for Session 6: | **Session 6:** Read Chapters 11 & 12 - Neo  **Session 6 Homework:**   * Assignment - Complete session 6 Weekly Topic prompt. * In session tab 6, download and read HR Case Study #2. Use HR Case Study #2 analysis paper template located within Session 6 Tab. * HR Case Study #2 analysis paper is due Tuesday, August 4. |

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| Date & Session # | Homework, Activities and Assignments |
| **Session #6**  **June 29 – July 5** | 🖳 **Using Google Chrome, listen to 2 voice embedded video lectures** found within BlackBoard, Session 6 tab: Chapter 11 and Chapter 12.  🕮 **Session 6 Assignments:** Complete Weekly Topic Response #6 prompt and provided feedback to one peer by Sunday, July 5. |
| 🕮HOMEWORK for Session 7: | **Session 7:** Read Chapter 13 - Neo  **Session 7 Homework:**   * Assignment - Complete Weekly Topic Response #7 prompt. * Work HR Case Study #2 analysis paper – due Tuesday, August 4. |
| **Session #7**  **July 6 – July 12** | **🖳 Using only Google Chrome, listen to 1 voice embedded video lecture** found within BlackBoard, Session 7 tab: Chapter 13.  🕮 **Session 7 Assignments:** Complete Weekly Topic Response #7 prompt by Sunday, July 12. |
| 🕮HOMEWORK for Session 8: | **Session 8:** Read Chapter 14 - Neo  **Homework:**   * Assignment - Complete Session 8 Weekly Topic Response prompt. * Work HR Case Study #2 analysis paper – due Tuesday, August 4. |
| **Session #8**  **July 13 – July 19** | **🖳 Using only Google Chrome, listen to 1 voice embedded video lecture** found within BlackBoard, Session 8 tab: Chapter 14.  🕮 **Session 8 Assignments:** Complete Weekly Topic Response #8 prompt and provided feedback to one peer by Sunday, July 19. |
| 🕮HOMEWORK for Session 9: | **Session 9:** Read Chapter 16 - Neo  **Homework:**   * For Extra Credit, complete Session 9 Weekly Topic Response prompt #9. * Work HR Case Study #2 analysis paper – due Tuesday, August 4. |
| **Session #9**  **July 20 – July 26** | 🖳  **Final live Collaborative Ultra session, Tuesday, July 21. Use ONLY Google Chrome to access Collaborate session.**  **🖳** For those students unable to the Final live Collaborate Session, I will record this Collaborate session for viewing. **Use only Google Chrome** to access this recorded Collaborate session. To access this recorded session, view the brief voice PPT video discussion found in the tab titled: Collaborate Sessions  **🖳 Using only Google Chrome, listen to 1 voice embedded video lectures** found within BlackBoard, Session 9 folder: Chapter 16.  🕮 **Week 9 Assignments:** For Extra Credit, complete Session 9 Weekly Topic Response prompt by Sunday, July 26. |

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| Date & Session # | Homework, Activities and Assignments |
| 🕮HOMEWORK for Session 10: | **Session 10 Weekly Discussion Topic**:   * Complete Session 10 Weekly Topic Response prompt #10. * Work HR Case Study #2 analysis paper – due Tuesday, August 4 by midnight (Central Time Zone). |
| **Session #10**  **July 27 – August 2** | 🕮 **Week 10 Assignment:** Complete Weekly Topic Response #10 prompt by Sunday, August 2. |
| 🕮HOME WORK for Session 11: | **Session #11:**   * Complete HR Case Study #2 analysis paper - due Tuesday, August 4 by midnight (Central Time Zone). |
| **Session #11**  **August 3 – August 8** | 🗐 **UPLOAD** HR Case Study #2 analysis paper through the “Assignment” link within Session 11 Tab.  **☞ Summer term ends Saturday, August 8.** All outstanding course work is due by this date. I must post final grades by noon (Central Time Zone) Tuesday, August 11.  **☞** Final course grades will be posted **within Student Services** NLT noon (Central Time Zone) **Tuesday, August 11.** |
| **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. |

# 19. ADDITIONAL INFORMATION

* 1. **Students’ WBU Email Accounts:** By week 1 of theterm, graduate students 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 graduate student experiences difficulty 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. **Students will check their respective WBU email accounts every week.**
  3. **Course/Assignment Information:**
     1. Students will need Internet to access BlackBoard. Additionally, students will need a computer with speakers or headsets in order to listen to voice embedded video PowerPoint lectures.
     2. All assignments are due is NLT 11:59 p.m. for the time zone the student resides. Late assignments are subject to score reduction.
     3. All written assignments will be assessed on the basis of 1) content, 2) grammar and punctuation, and 3) proper application of APA writing style (7th edition).
     4. Questions concerning grades (scores) received on assignments will be resolved within one week after the assignment has been assessed.
     5. All work will be the original work of the individual student. Academic honesty is expected of all students. 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 2019-2020, may be taken by the instructor.
     6. The student’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. Student: As member of this course, my expectations are that you:
   1. will read this syllabus completely and understand your responsibilities.
   2. 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. will complete and turn assignment at the due date.
   4. will present questions when text and /or lectured material are unclear.
   5. will commit yourself to the learning process.
   6. **will communicate with the professor.**