**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**

**:** Summer 2022

**Instructor**

**:** Otto B. Schacht, Emeritus Professor of Business

**Office Phone Number/Cell #**

**:** I am not provided an office or phone by WBU, therefore the Office Phone Number is Not Applicable.

**WBU Email Address**

**:** [schachto@wbu.edu](mailto:schachto@wbu.edu) Primary Mode of Two Way Communication)

**Office Hours, Building, and Location**

**:** Virtually As Soon As I Know You Need Assistance

**Class Meeting Time and Location**

**:**  Continuously, Blackboard and Textbook

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Christian Scripture and Human Resource Management | Roberts | Cur | 2015 | Springer | 9781-13744-0679 |
| \*\*Supplement Below\*\* |  |  |  |  |  |
| Fundamentals of Human Resource Management | Noe | 9th | 2022 | McGraw-Hill | 9781-26413-1143 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Course Information**

**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

**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**

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**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.

**Course Requirements and Grading Criteria**

Twelve (12) Weekly Assignments @ 100 points each = 1,200 points

Mid-Term Exam @ 500 points = 500 points

Final Exam = 500 points

Total Points Possible = 2,200 points

Grades; A, B, C, D, or F, will be assigned on total points received:

A – 1980 to 2200 points, B – 1760 to 1979 points, C – 1540 to 1759 points, D – 1320 to 1539 points, F – less than 1320 points.

WEEKLY ASSIGNMENTS AND EXAMS - NORMALLY:

A. Assignments will be available as soon as you have been enrolled into and have access to the course in Blackboard. Assignments will be due No Later Than 11:30 pm on Due Dates as listed on page 3, Tentative Schedule, of this document. Please notice any exceptions and that the day of the week changes. As each due date/time occurs the associated Assignment will become unavailable. Assignments will be graded within 2 (two) days after the due date. Assignments submitted in advance of the due date will not be graded until the due date has occurred. Grades for Assignments will be recorded/posted in Blackboard. Additional Information in Course Announcements in Blackboard. Dates and Times are as of Plainview, Texas.

B. Exams will be available as soon as you have been enrolled into and have access to the course in Blackboard. Exams will be due No Later Than 11:30 pm on Due Dates as listed on page 3 (Three); Tentative Schedule, of this document. Please notice any exceptions. As each due date/time occurs the associated Test will become unavailable. Dates & Times are as of Plainview, Texas.

C. Exams will be graded within 2 (two) days after the due date. Exam grades will be recorded/posted into the Blackboard grade book. Each test will be timed and you will have 1.5 hours to complete gradable questions. Any questions after 1.5 hours will not be graded. Additional Information in Course Announcements in Blackboard. Dates and Times are as of Plainview, Texas.

EXCEPTIONS:

Holidays as specified by Virtual Campus and/or University Policy as noted in Tentative Schedule (page 3).

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

**SCHEDULE MGMT 3324 VC01 Summer 2022**

Item Due

No Later Than 11:30 pm on Day and Date Indicated (As of **Plainview, Texas**)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Assignment 1 June 2

Assignment 2 June 6

Assignment 3 June 9

Assignment 4 June 14

Assignment 5 June 18

Assignment 6 June 22

Mid–Term June 27

Assignment 7 June 30

Assignment 8 July 5

Assignment 9 July 9

Assignment 10 July 11

Assignment 11 July 15

Assignment 12 July 19

Final Exam July 23

**Additional Information**

A. Most of the information needed for this course will be communicated to you in the Blackboard site and in the Textbook.

B. Primary Mode of Communication will be the Wayland Baptist University email system. I have a WBU email account and each student has one also. The subject line of any email for this course will begin with MGMT3324VC01.

C. Secondary Mode of Communication will be the Wayland Baptist University email system. I have a WBU email account and each student has one also. The subject line of any email for this course will begin with MGMT3324VC01.

D. Required Textbook should be purchased from Wayland Baptist University Bookstore. Verify the ISBN.

E. During the term the score you will see in Blackboard should be the actual percentage of points you have at that point in time. You will be able to determine if an assignment or test has been recorded or not.