**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 5345 <<VC01>> – Employee Recruitment and Selection

**Campus**

: <<Location, or, WBUonline >>

**Term/Session**

**:** << Summer 2023 May 29 – July 22, 2023>>

**Instructor**

**:** << Dr. Hillary Hodges >>

**Office Phone Number/Cell #**

**:** Office phone: NOTE – I work remotely, so I do not have an office phone; however, I check my email regularly, so that is the most direct route to contact me. I always respond within 24 hours, and if for some reason I cannot, I will post an announcement to that effect on BlackBoard.

**WBU Email Address**

**:** << WBU Email: Hillary.hodges@wayland.wbu.edu >>

**Office Hours, Building, and Location**

**:** << By appointment, remotely (Mountain Time). I have the capacity to Skype, Zoom, Collaborate, or WhatsApp, if necessary.

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**Class Meeting Time and Location**

**:** << On-Line - Note: The week begins on Monday and ends on Sunday for the purposes of this course. However, the Required First Assignment is due on **Friday, June 2nd**, for the purposes of finalizing the class roster, as per Main Campus.>>

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Staffing Organizations | Judge | 10th | 2022 | McGraw-Hill | 9871-26407-2590 |

*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.*

**Optional Materials**

**:** <<None>>

**Course Information**

**Catalog Description**

**:**

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

**Prerequisite:**

BUAD 5300

**Course Outcome Competencies**

**:**

* Discuss the nature of staffing to include application of recruiting and selection models and strategies.
* Discuss support activities of legal compliance, HR planning, job analysis, and rewards.
* Discuss recruitment from internal and external environment perspectives.
* Discuss the employment activity to include decision making and final selection.

**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.

This is a fully on-line course, and as such, your participation in on-line discussion is counted as attendance. As you will note below, participation is counted as a percentage of your grade. This means you must do more than access materials in order to be counted as in attendance and participating. You must respond to the question(s) posted in BlackBoard and be a part of the discussion. You must also turn in the weekly quizzes, and complete the final project, as each of these is also worth a percentage of your grade. If you neither post nor enter into discussion, you will receive a grade of “0” for that week. If you post, but do not participate in discussion, you may lose some points for that. It is understood that there are times where technical or personal difficulties arise which may prevent you from participating. If this is the case, you are responsible for contacting me and letting me know, otherwise, I have no option but to give you a “0.” Also, an “excused” absence, for any reason, does not mean you will receive full credit for the missed session. There will always be at least a minor reduction in points if you do not participate, and this is non-negotiable. If you miss a quiz, you will be allowed to turn it in 5 days after the deadline, with an automatic reduction in points for being late. After those 5 days have passed, if you do not turn in the quiz, you will receive a “0” for the quiz. The exception to this is Quiz #7, which is due on Saturday, **not** accepted late. The final project is **NOT** excepted late, with **NO** exceptions.

**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, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for

24/7 Blackboard Support.

**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**

<< Participation/Attendance 30% A = 90-100%

Quizzes 30% B = 80-89%

Final Project 40% C = 70-79%

 100% D = 60-69%

 F = below 59%

**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**

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| **Week** | **Topics Covered** | **Reading and Homework** |
| 15/29 | Staffing Models and Strategy (Chapter 1)Legal Compliance (Chapter 2) | Chapter 3 & 4 **NOTE: Required First Assignment is due on Friday, 6/2 at 11:59PM Central time– this is the only week that this will be the case. Discussion #1 due Sunday, 6/4 at 11:59PM Central time.** |
| 26/5 | PlanningJob Analysis and RewardsQuiz #1 (on Chapters 1 & 2) | Chapter 5 & 6Discussion #2 and Quiz #1 due Sunday, 6/11 at 11:59PM Central Time |
| 36/12 | External RecruitmentInternal RecruitmentQuiz #2 (on Chapters 3 & 4) | Chapter 7 & 8Discussion #3 and Quiz #2 due Sunday, 6/18 at 11:59PM Central Time |
| 46/19 | MeasurementExternal Selection IQuiz #3 (on Chapters 5 & 6) | Chapter 9 & 10 Discussion #4 and Quiz #3 due Sunday, 6/25 at 11:59PM Central Time |
| 56/26 | External Selection IIInternal SelectionQuiz #4 (on Chapters 7 & 8) | Chapter 11 & 12Discussion #5 and Quiz #4 due Sunday, 7/2 at 11:59PM Central Time |
| 67/3 | Decision MakingFinal MatchQuiz #5 (on Chapters 9 & 10) | Chapter 14 Discussion #6 and Quiz #5 due Sunday, 7/9 at 11:59PM Central Time |
| 77/10 | Retention ManagementQuiz #6 (on Chapters 11 & 12)**\*FINAL RESEARCH PROJECT DUE**  | NoneDiscussion #7 and Quiz #6 due Sunday, 7/16 at 11:59PM Central Time |
| 87/17 | \*Quiz #7 (on Chapter 14) | **\*All final work submitted – no work accepted after Saturday, July 22nd at 11:59PM Central Time** |

\* Not accepted late

*This syllabus is subject to change as needed, or as seen fit by the instructor.*

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**Additional Information**

<< **Communication:** Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also check the class BlackBoard site for any important announcements, instructions, and so forth, on a regular basis.

All of the information included on this syllabus and more is posted on this class’s BlackBoard page. Please be sure to read through all of it thoroughly and ask any questions of me you need to in order to ensure understanding of the school’s and my policies.

Please note that Wayland Baptist University has library resources available through the following link: <http://www.wbu.edu/academics/academic_resources/wayland_learning_resource_center_library/tutorials/tutorials.html>. Students are encouraged to use this resource when working on their papers, projects, etc. Tutorials for accessing library resources are linked from the homepage.

**Who to Contact When You Have Issues:** Please note that we now have a listing in each course for “Student Help and Support”. This contains contact information to assist you with any issues you may have. This listing is available under the “course information/syllabus” tab of the course. Some highlights follow:

For questions or problems within your course – contact your instructor (Instructor Information on the Menu).

For questions or problems outside the course or with the program contact your campus Executive Director, the Dean of the School, or the Director of WBUonline.

**Blackboard Issues**

During Central Time Business hours call 806-291-3740. We will answer or quickly return messages.

Anytime – vcsupport@wbu.edu  This email is answered during business hours and checked at least every four hours during weekends and holidays.

Contracted Blackboard support:  1-866-547-9192;  or [follow this link](https://www.wbu.edu/wbu-online/current-students/staff.htm) to chat or create a ticket.

**Email or Student Services issues**

IT Help Desk: 1-800-203-9048 or use your personal email to itsupport@wbu.edu

Multidisciplinary Tutorial Services (Previously Writing Center):  806-291-3673.  **On Blackboard click on the ‘Services’ tab** at the top and you will find the link for online appointments.

There is also additional information pertaining to specific campuses, as well as other contacts, in this section of the course.

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