



**WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.
2. Course: **MGMT 3324** – {VC01}, Human Resource Management
3. Term: WINTER 2017
4. Instructor: Randy Jackson
5. Office Phone Number and WBU Email Address: 806-296-1847 randy.jackson@wbu.wayland.edu
6. Office Hours, Building, and Location: As Arranged
7. Class Meeting Time and Location: As Arranged
8. 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.
9. Prerequisites: MGMT 3304
10. Required Textbook and Resources:

**\*\*\*Important Note Regarding textbook:** I will be using an open educational resource textbook for the majority of the teaching for this course. This textbook will be in a PDF document located in the course and will be of no cost to you. The book below was adopted as a required book for the course by the University. I can not tell students not to purchase it, but we will be using it only as supplemental material.

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
Christian Scripture and Human Resource Management	Roberts		2015	Springer	9781-13744-0662	2017

11. Optional Materials:
  - I do require that you use APA resources in your writing to validate and add reliability to your answers. I do recommend that you purchase a current version of the APA writer's handbook to assist you and to use as a guide.
  - If you plan on continuing on to graduate school, APA handbook will be a requirement so it is a good idea to go ahead and get use to it.

12. Course Outcome Competencies:

Upon completion of this course the student should be able to:

- Describe and classify the global marketplace for Human Resource Management.
- Interpret technology aspects of Human resource Management.
- Determine changes in demographic and workplace needs.
- Explain the importance of development of human capital (training) and examine models of training.
- Assess the Human Resource environment using market indicators in Human Resource Management.
- Develop strategies of cost containment through Human Resource Management.
- Interpret legal requirements for Human Resource Management.
- Develop Human resource policy for a firm.
- Prepare for the Professional Human Resource Certification Examination.

13. Attendance Requirements:

14. 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.

15. 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.”

16. 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:

Discussion Board Assignments	25%
Unit Assignments	30%
Unit Quizzes	25%
Final Exam	20%

Notes on Grading: I will drop the lowest Quiz score and the lowest Discussion Board score.

17. Tentative Schedule: (Calendar, Topics, Assignments)

**Schedule**

<b>Unit</b>	<b>Checklist</b>	<b>Dates</b>																										
1	<p>Reading: Chapters 1 through 4</p> <p>Discussion: Instructor Expectation (Introduction)</p> <table border="1" data-bbox="300 359 1105 436"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>11/19/2017</td> <td></td> </tr> </table> <p>Discussion: Getting to Know You (Introduction)</p> <table border="1" data-bbox="300 506 1105 583"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>11/19/2017</td> <td>11/27/2017</td> </tr> </table> <p>Discussion Board: Human Capital</p> <table border="1" data-bbox="300 653 1105 730"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>11/19//2017</td> <td>11/27/2017</td> </tr> </table> <p>Discussion Board: Employment Law</p> <table border="1" data-bbox="300 800 1105 877"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>11/19/2017</td> <td>11/27/2017</td> </tr> </table> <p>Discussion Board: Employee Motivation</p> <table border="1" data-bbox="300 947 1105 1024"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>11/19/2017</td> <td>11/27/2017</td> </tr> </table> <p>Strategic Planning Outline Assignment:</p> <table border="1" data-bbox="300 1094 667 1136"> <tr> <td>Due Date</td> <td>12/4</td> </tr> </table> <p>Job Characteristic Model</p> <table border="1" data-bbox="300 1205 667 1247"> <tr> <td>Due Date</td> <td>12/4</td> </tr> </table> <p>Unit 1 Quiz</p> <table border="1" data-bbox="300 1316 667 1358"> <tr> <td>Due Date</td> <td>12/4</td> </tr> </table>	Initial Response Due Date:	Response to Others Due Date	11/19/2017		Initial Response Due Date:	Response to Others Due Date	11/19/2017	11/27/2017	Initial Response Due Date:	Response to Others Due Date	11/19//2017	11/27/2017	Initial Response Due Date:	Response to Others Due Date	11/19/2017	11/27/2017	Initial Response Due Date:	Response to Others Due Date	11/19/2017	11/27/2017	Due Date	12/4	Due Date	12/4	Due Date	12/4	11/13/17- 12/4/2017
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2	<p>Reading: Chapters 5 through 8</p> <p>Discussion: Interview Questions</p> <table border="1" data-bbox="300 1430 1105 1507"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>12/11/2017</td> <td>12/18/2017</td> </tr> </table> <p>Training Methods Assignment</p> <table border="1" data-bbox="300 1577 667 1619"> <tr> <td>Due Date</td> <td>1/8</td> </tr> </table> <p>Training Development Assignment</p> <table border="1" data-bbox="300 1688 667 1730"> <tr> <td>Due Date</td> <td>1/8</td> </tr> </table> <p>Unit 2 Quiz</p> <table border="1" data-bbox="300 1799 667 1841"> <tr> <td>Due Date</td> <td>1/8</td> </tr> </table>	Initial Response Due Date:	Response to Others Due Date	12/11/2017	12/18/2017	Due Date	1/8	Due Date	1/8	Due Date	1/8	12/2/2017- 1/8/2018																
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3	<p>Reading: Chapters 9 through 11</p> <p>Discussion: Federal Legislation</p> <table border="1" data-bbox="300 1913 1105 1990"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>1/15/2018</td> <td>1/22/2018</td> </tr> </table>	Initial Response Due Date:	Response to Others Due Date	1/15/2018	1/22/2018	1/6/2018- 1/22/2018																						
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	<p>Assignment: Incentive Plans</p> <table border="1"> <tr> <td>Due Date</td> <td>1/22/2018</td> </tr> </table> <p>Unit 3 Quiz</p> <table border="1"> <tr> <td>Due Date</td> <td>1/22/2018</td> </tr> </table>	Due Date	1/22/2018	Due Date	1/22/2018											
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4	<p>Reading: Chapters 12 through 14 Discussion: Workplace Safety</p> <table border="1"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>1/29/2018</td> <td>2/5/2018</td> </tr> </table> <p>Discussion: Documentation</p> <table border="1"> <tr> <td>Initial Response Due Date:</td> <td>Response to Others Due Date</td> </tr> <tr> <td>1/29/2018</td> <td>2/5/2018</td> </tr> </table> <p>Assignment: Safety Survey</p> <table border="1"> <tr> <td>Due Date</td> <td>2/12/2018</td> </tr> </table> <p>Assignment: Labor Relations and Union Wiki assignment</p> <table border="1"> <tr> <td>Due Date</td> <td>2/12/2018</td> </tr> </table> <p>Unit 4 Quiz</p> <table border="1"> <tr> <td>Due Date</td> <td>2/12/2018</td> </tr> </table>	Initial Response Due Date:	Response to Others Due Date	1/29/2018	2/5/2018	Initial Response Due Date:	Response to Others Due Date	1/29/2018	2/5/2018	Due Date	2/12/2018	Due Date	2/12/2018	Due Date	2/12/2018	1/20/2018- 2/12/2018
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5	<p>Final Project: No extensions will be granted for the final</p> <table border="1"> <tr> <td>Due Date</td> <td>2/16/2018</td> </tr> </table>	Due Date	2/16/2018	1/20/2018- 2/16/2018												
Due Date	2/16/2018															

18. Semester Holiday Schedule

1. Thanksgiving: November 20-24, 2017
2. Christmas: December 20, 2017 – January 2, 2018
3. Martin Luther King Day: January 15, 2018

- No assignments will be due per University policy, during a University holiday. Please refer to the course schedule for assignment due dates.