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Virtual Campus

School of Business

**UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

**COURSE NUMBER & NAME:**

MGMT-3324 VC01 Human Resource Management

**TERM:**

Winter, 2018

**INSTRUCTOR:**

Randy Jackson, Ph.D.

**CONTACT INFORMATION:**

Office phone: 806-296-1847

WBU Email: randy.jackson@wayland.wbu.edu

Cell phone: 806-296-1847

**OFFICE HOURS, BUILDING & LOCATION:**

As Arranged

**COURSE MEETING TIME & LOCATION:**

Meeting day & time: Class is conducted completely online

**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

**REQUIRED TEXTBOOK AND RESOURCE MATERIAL:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Christian Scripture and Human Resource Management | Roberts |  | 2015 | Springer | 9781-13744-0662 | 2017 |

**OPTIONAL MATERIALS**

* I will be using an open educational resource textbook to supplement 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.
* I do require that you use APA resources in your writing to validate and add reliability to your answers. It is recommended that you purchase a current version of the APA writer’s handbook to assist you and to use as a guide.

**COURSE OUTCOMES AND 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.

**ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

**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.

**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:**

|  |  |
| --- | --- |
| 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.

**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.”

**TENTATIVE SCHEDULE**

**Unit Checklist Dates**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Reading: Chapters 1 through 4  Discussion: Getting to Know You (Introduction)   |  |  | | --- | --- | | Initial Response Due Date: | Response to Others Due Date | | 11/18/2018 | 11/26//2018 |   Discussion Board: Employee Motivation   |  |  | | --- | --- | | Initial Response Due Date: | Response to Others Due Date | | 11/18/2018 | 11/26/2018 |   Strategic Planning Outline Assignment:   |  |  | | --- | --- | | Due Date | 12/03/2018 |   Job Characteristic Model   |  |  | | --- | --- | | Due Date | 12/03/2018 |   Unit 1 Quiz   |  |  | | --- | --- | | Due Date | 12/03/2018 | | 11/12/2018- 12/03/2018 |
| 2 | Reading: Chapters 5 through 8  Discussion: Interview Questions   |  |  | | --- | --- | | Initial Response Due Date: | Response to Others Due Date | | 12/10/2018 | 12/17/2018 |   Training Methods Assignment   |  |  | | --- | --- | | Due Date | 01/07/2019 |   Training Development Assignment   |  |  | | --- | --- | | Due Date | 01/07/2019 |   Unit 2 Quiz   |  |  | | --- | --- | | Due Date | 01/07/2019 | | 12/1/2018 – 01/07/2019 |
| 3 | Reading: Chapters 9 through 11  Discussion: Federal Legislation   |  |  | | --- | --- | | Initial Response Due Date: | Response to Others Due Date | | 01/14/2019 | 01/22/2019 |   Assignment: Incentive Plans   |  |  | | --- | --- | | Due Date | 01/28/2019 |   Unit 3 Quiz   |  |  | | --- | --- | | Due Date | 01/28/2019 | | 01/05/2019 – 01/28/2019 |
| 4 | Reading: Chapters 12 through 14  Assignment: Safety Survey   |  |  | | --- | --- | | Due Date | 02/11/2019 |   Assignment: Labor Relations and Union Wiki assignment   |  |  | | --- | --- | | Due Date | 02/11/2019 |   Unit 4 Quiz   |  |  | | --- | --- | | Due Date | 02/11/2019 | | 01/26/2019 – 02/11/2019 |
| 5 | Final Exam: Exam will consist of 50 Multiple Choice questions, which come from all 16 chapters. You will not be timed, but this is a single attempt exam, which must be completed in a single sitting.  ﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿No extensions will be granted for the final   |  |  | | --- | --- | | Due Date | 02/15/2019 | | 01/26/2019 – 02/15/2019 |

## Semester Holidays and Important Dates

1. Classes Begin: November 12, 2018
2. Attendance Census Date : December 4, 2018
3. University Holiday (Thanksgiving): November 19, 2018 – November 23, 2018
4. University Holiday (Christmas): December 20, 2018 – January 2, 2019
5. University Holiday (MLK Day): January 21, 2019
6. Last Day to Drop with a Grade of W: January 25, 2019
7. Final Exam Due: February 15, 2019

**ADDITIONAL INFORMATION**

All communication through Blackboard will be sent to your Wayland email address. Please make sure you have access to the account and check it regularly throughout the semester.