# "WBUlogo"

Wayland On-Line

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5344-VC01, Career Development and Management

# **4. TERM**:

Winter 2018-19, November 12, 2018 – February 16, 2019

# **5. INSTRUCTOR**:

Dr. Hillary Hodges

# **6. CONTACT INFORMATION**:

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: Hillary.hodges@wayland.wbu.edu

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

By appointment, remotely (Mountain Time). I have the capacity to Skype or WhatsApp, if necessary.

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

On Line - Note: The week begins on Monday and ends on Sunday for the purposes of this course.

# **9. CATALOG DESCRIPTION**:

Organizational needs and individual career needs. Development of systems for managing careers; organizational development through effective job analysis and design, performance management, rewards, training and development; measurement of results; implications of globalization and sustainability.

# 10. PREREQUISITE:

MGMT 5309

Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class.  The prices are very competitive with the market and in most cases below the standard cost.  The price of the textbook will be billed to your student account.  To check the price of the textbook please locate your required course material at [https://bookstore.wbu.edu](https://bookstore.wbu.edu/).  Once you access the textbook it will ask you if you would like to opt-out.  If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available.

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Human Resource Development-no bookMindTap + Access Card  | Werner  | 7th | 2017 | Cengage Learning  | 9781-30557-6667 | 2/29/16 |

NOTE: I do not use the MindTap tools. You will only need the book itself.

# 12. OPTIONAL MATERIALS: None

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

* Define human resource management, describe the components of organizational culture, discuss psychological contact formed by members of an organization, and explain the functions of the Success System Model.
* Formulate a written explanation of how equal employment practices are tied to everyday workplace conduct, identify and discuss current workplace legislation and how it affects today’s leaders, and define the concept of dispute resolution.
* Conduct a job analysis and provide a written plan for implementation of the results.
* Outline steps in developing a recruiting program in an organization.
* Describe and explain the major employee testing techniques.
* Describe through role play the process and skills involved in an effective performance appraisal review.
* Identify and describe the major types of training methods and techniques utilized in the workplace today.
* Describe the stages in the career process.
* Describe the relationship of compensation to goals of employee satisfaction and productivity.
* Explain the major types of benefits programs available.
* Explain the major types of incentive programs available.

# 14. 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 (see below), 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. 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. 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 that 5 days has passed, you will receive a “0” for the quiz. The exception to this is Quiz #10, which is not accepted late. The final project is **NOT** excepted late, with **NO** exceptions.

# **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.

# **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.

# **17. 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%

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

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| --- | --- | --- |
| **Week** | **Topics Covered** | **Reading and Homework** |
| 111/12 | Introduction to Human Resource DevelopmentInfluences on Employee Behavior | Chapter 3 & 4 |
| **11/19-11/23** | **THANKSGIVING HOLIDAY – NO CLASSES** |  |
| 211/26 | Learning and HRDAssessing HRD NeedsQuiz #1 (Chapter 1 & 2) | Chapter 5  |
| 312/3 | Designing Effective HRD ProgramsQuiz #2 (Chapter 3 & 4) | Chapter 6 & 7 |
| 412/10 | Implementing HRD ProgramsEvaluating HRD ProgramsQuiz #3 (Chapter 5) | Chapter 8 |
| 512/17 | Onboarding: Employee Socialization and OrientationQuiz #4 (Chapter 6 & 7) | Chapter 9 |
| **12/20-1/2** | **CHRISTMAS BREAK – NO CLASSES** |  |
| 61/7 | Skills and Technical TrainingQuiz #5 (Chapter 8) | Chapter 10 & 11 |
| 71/14 | Coaching and Performance ManagementEmployee Counseling, Well-Being, and WellnessQuiz #6 (Chapter 9) | Chapter 12 |
| 81/21 | Career Management and DevelopmentQuiz #7 (Chapter 10 & 11) | Chapter 13 |
| 91/28 | Management DevelopmentQuiz #8 (Chapter 12) | Chapter 14 & 15 |
| 102/4 | Organization Development and ChangeHRD and Diversity: Diversity Training and Beyond**\*FINAL RESEARCH PROJECT DUE**Quiz #9 (Chapter 13) |  |
| 112/11 | \*Quiz #10 (Chapters 14 & 15) | \*All final work submitted |

\* Not accepted late

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

# 19. 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, regularly.

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.