



**VIRTUAL CAMPUS
SCHOOL OF BUSINESS**

SYLLABUS

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.

Course: **MGMT 5345–VC01** Employee Recruitment and Selection

Term: Winter 2018 (November 12, 2018 – February 16, 2019)

Instructor: Dr. Jenny Dutton, Hawaii Campus

Phone Number/Texting and WBU Email Address: (808) 383-0512/duttonj@wbu.edu. If texting me, please be sure your name and course number in the text message.

Office Hours, Building, and Location: Please call or email for an appointment.

Class Meeting Time and Location: Virtual Campus

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

Prerequisites: MGMT 5309

Required Textbook and Resources: Book Title: Staffing Organizations. Author: Heneman: Edition: 9th. Year: 2019. Publisher: McGraw-Hill. ISBN: ISBN-13: 978-1259756559.

Note: "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. Once you access the textbook in the classroom 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." If you choose to opt out, you are responsible of obtaining the textbook on your own. Textbook is needed for Week 1 assignments.

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 [The Bookstore](#).

Optional Materials: APA Manual, 6th Edition

Course Outcome Competencies:

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

- Discuss the nature of staffing to include models and strategies.
- Explain aspects of support activities; legal compliance, planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Explain aspects of selection.
- Discuss the employment activity to include decision making and final selection.
- Explain aspects of the staffing system and retention.

Attendance Requirements: Attendance for the online course is required weekly. Logging on to the course and participating in the required weekly activities (i.e., Round Tables, assignments) is counted as attendance. Any student who misses 25 percent or more of the regularly scheduled attendance activities may receive a grade of F in the course.

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 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: 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:

Participation (35% total):

- Weekly Round Table Discussions

Assignments (35% total):

- Applications x6

Case Study Project (30% total):

- Phase 1 of the project–5%
- Phase 2 of the project–10%
- Phase 3 of the project–15%

Grading Scale:

| | |
|----------|---|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| Below 60 | F |

W=Approved Withdrawal

WP=Approved Withdrawal Passing

WF=Approved Withdrawal Failing

I=Incomplete

Tentative Schedule: (Calendar, Topics, Assignments)

| Week | Reading | Assignments |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Week 1, Nov 12 - 18 | Syllabus, Blackboard, Chapter 1 | *Academic Integrity Test *Email Communication *Round Table |
| Thanksgiving Break | November 19 – 25 | No assignments |
| Week 2, Nov 26 – Dec 2 | Chapters 2 & 3 | *Round Table *Application 1 |
| Week 3, Dec 3 – Dec 9 | Chapters 4 | *Round Table *Phase 1 Due |
| Week 4, Dec 10 – Dec 16 | Chapters 5 & 6 | *Round Table *Application 2 |
| Week 5, Dec 17 – Jan 6 Christmas Break (Dec 20 – Jan 4) | No reading or Round Table activities. Complete video series by January 6 th .. | *APA 6 th Ed. Video Series (approx. 2 hours) |
| Week 6, Jan 7 – Jan 13 th | Chapters 7 & 8 | *Round Table |

| Week | Reading | Assignments |
|--------------------------|------------------------|------------------------------------------------------------------------------------------|
| | | *Application 4 |
| Week 7, Jan 14 – Jan 20 | Chapters 9 & 10 | *Round Table *Phase 2 Due |
| Week 8, Jan 21 – Jan 27 | Chapters 11 & 12 | *Round Table *Application 5 |
| Week 9, Jan 28 – Feb 3 | Chapters 13 & 14 | *Round Table *Application 6 |
| Week 10, Feb 4 – Feb 10 | Work on final project | *Round Table *Submit Phase 3 for safeAssign Review & make corrections as needed |
| Week 11, Feb 11 – Feb 16 | Finalize final project | *Phase 3 due by Saturday, August 11th |

Additional information as desired by the faculty member.

Late Work Policy: See Token system in blackboard regarding late work

Student Led Round Tables (Weekly Discussion Boards): See Blackboard Syllabus/Course Info Tab for more information regarding the discussion board.

Applications There are six applications:

- Application 1, pages 40-41, Staffing Strategy for a New Plant
- Application 2, pages 260 – 262, Improving a College Recruitment Program
- Application 3, (Removed, Replaced with Video Series Assignment)
- Application 4, pages 361 - 364, Evaluation of Two Assessment Methods for Selecting Telephone Customer Service Representatives
- Application 5, pages 544- , 545, Changing a Promotion System
- Application 6, pages 681 – 682, Learning about Jobs in Staffing

See Tentative Calendar for due dates. No Application is due when a Phase is due. While there is no page limit assigned, you are expected to answer each question thoroughly. Use the textbook as your source to answer most questions. For one of the questions, choose a peer-reviewed source from the Wayland Library. Format is APA 6th Ed. (No cover page or abstract required). Put your name in a Running Head. Include a properly formatted reference list on a separate page. Points are assessed for content (up to 80%) and APA formatting (up to 20%).

Case Study Project: The Case Study Project is completed in three phases and allows students to use their current or recent work-place as a case study using the Staffing Model (See page 2) as your guide. Address each item in the Staffing Model. More information is available in the Syllabus/Course Info Folder of Blackboard.

APA Video Series: Over the Christmas Break, there are some academic days. Complete the APA 6th Ed. Video Series and upload your completion Certificate by January 6th, 2019.

Flexibility Built-In: The design of this course is for adult learners who need some flexibility while meeting the course objectives. With the exception of the weekly Round Table, all other assignments may be turned in at any time prior to the due date.

Caution Turning in Assignments: Be sure to review your assignments ensuring it is fully turned in. For example, you should be able to see your written assignments in the preview window once submitted. Notify me as soon as possible via email if you are having technical difficulties with Blackboard©.