



Virtual Campus

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 and service to God and humankind.

3. COURSE NUMBER & NAME:

MGMT 5345-VC01, Employee Recruitment and Selection

4. TERM:

Winter, 2019

5. INSTRUCTOR:

Dr. James Sandvig

6. CONTACT INFORMATION:

Office phone: (808) 388-8791

WBU Email: james.sandvig@wayland.wbu.edu

7. OFFICE HOURS, BUILDING & LOCATION:

Virtual Office Hours – Students may call or text at any time

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Asynchronous online instruction on Blackboard

9. CATALOG DESCRIPTION:

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

10. PREREQUISITE:

MGMT 5309

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Staffing Organizations	Heneman	9th	2019	McGraw-Hill	9781-25975-6559

12. OPTIONAL MATERIALS

None

13. COURSE OUTCOMES AND COMPETENCIES:

Upon completion of this course, students 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.

14. ATTENDANCE REQUIREMENTS:

Attendance is very important to your success in this class. This “attendance” involves completion of assignments in a timely manner as well as timely participation in Discussion Board. Late assignments will be read and responded to but will be reduced 10 percent each day the assignment is late. This includes weekly assignments, exams, term papers, and any other aspects of this course. Absences will affect your grade. Missing more than 25 percent of the assignments will result in a failing grade for the course.

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:

Grading Criteria:

Participation in Discussion Board	20%
Paper	40%
Article Evaluations	40%

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= Withdrawal Failing

I= Incomplete

Class Participation: Class participation is a very important part of education. This class requires active class participation.

Other Important Information:

1. Assignments are due on the deadlines given when the assignment is posted.
2. Late assignments will be reduced 10 percent each day the assignment is late.
3. Written work, including the term paper, is graded on the basis of content first, but also on the quality of grammar and punctuation.
4. All written assignments should be 12-point type, double-spaced, and using APA Manuscript Writing Style.
5. Questions concerning grades received should be resolved within one week after the assignment has been returned.
6. Unless noted as a group assignment, all work should be original work of the individual student.
7. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on the particular assignment.
8. Students will need to use the Internet to access some assignments.
9. Always contact the professor if you need assistance.

Discussion Board (20%): To answer the Discussion Board questions, I am looking for you to write a one to two page answer with at least two peer-reviewed sources to support your assertion. Remember, with graduate writing, it is okay to have an opinion. However, we express our opinion with sound peer-reviewed work that supports our assertion in APA format. This is how we ensure our opinions and thoughts are educated and informed opinions, and not just random colloquial thoughts

Article Evaluations: (40%): As you conduct a Literature Review for your research papers, you are to find peer-reviewed articles to evaluate for use in your research paper. You will select articles that are related to your research paper topic. Each Article Evaluation will be two (2) to four (4) pages of content with APA formatting. Each Article Evaluation is worth 10% of your grade, all four Article Evaluations are worth 40% of the course grade. The goal with this assignment is to find quality and scholarly (peer-reviewed) articles to support writing your final paper.

Research Paper (40%): Students will complete one research paper (Literature Review) for this class. You will develop a hypothesis and then conduct a literature review. The paper will be a minimum of twelve (12) pages of content, excluding coversheet, abstract and references, and it should utilize at least 10 scholarly (peer-reviewed) sources (journal articles, not just websites). Papers must utilize proper APA format. Topics for papers must also be pre-approved by the professor by the end of the first week. The paper will be submitted to Safe Assignment. If Safe Assignment detects more than a 20% match of previously written work, you must discuss with the instructor to get further instructions.

17.1 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.”

18. TENTATIVE SCHEDULE

Nov 11	Introductions Syllabus review Chapter 1 and Discussion Board
Nov 18	Chapters 2 and Discussion Board

	Research Paper Topic (Due by 24 Nov)
Nov 25	Holiday week, no work, be thankful
Dec 2	Chapters 3 & 4 and Article Evaluation #1 (due Dec 8)
Dec 9	Chapters 5 and 6 and Discussion Board
Dec 16	Chapters 7 and Article Evaluation #2 (Due 22 Dec)
Dec 23	Holiday week, no work, be thankful
Dec 30	Holiday week, no work, be thankful
Jan 6	Chapters 8 & 9 and Discussion Board
Jan 13	Chapters 10 and Article Evaluation #3 (Due by Jan 19)
Jan 20	Chapter 11 and Discussion Board
Jan 27	Chapter 12, and Article Evaluation #4 (due by Feb 2)
Feb 3	Chapters 13 and 14 and Discussion Board
Feb 10	Research paper due in Safe Assignment (due by 12 Feb)
	(Term ends on Saturday, 15 Feb)

19. ADDITIONAL INFORMATION

Professor reserves the right to alter this schedule as needed.

Please be sure to ask if you have questions or concerns during this course.

“This class will adhere to zero tolerance for using someone else’s work as your own.”

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”