**Wayland 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.

**Contact Information**

**Course**

: MGMT 3324 VC01 – Human Resource Management

**Campus**

: WBUonline

**Term/Session**

**:** Spring 1, 23

**Instructor**

**:** Mr. John McClusky

**Office Phone Number/Cell #**

**:** (520) 312-9570

**WBU Email Address**

**:** [john.mcclusky@wayland.wbu.edu](mailto:john.mcclusky@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:** Office Hours 8 a.m.- 8 p.m. MTWTHF; 1-3 S,SN, WBUonline

**Class Meeting Time and Location**

**:** WBUonline

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Christian Scripture and Human Resource Management | Roberts | Cur | 2015 | Springer | 9781-13744-0679 |
| \*\*Supplement Below\*\* |  |  |  |  |  |
| Fundamentals of Human Resource Management | Noe | 9th | 2022 | McGraw-Hill | 9781-26413-1143 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

* **:**
* Computer and Internet access required for full participation in this online course.
* Word processing software compatible or readable by Microsoft Word

**Course Information**

**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

**Course Outcome Competencies**

**:**

* Outline the domestic as well as global components of human resource management.
* Explain the importance of development of human capital (training) and explain models of training that occur through human resources.
* Compare strategies of cost containment and interpret legal requirements that exist through human resource management.
* Demonstrate readiness for the Professional Human Resource Certification Examination.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals**

**:** 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 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.

**Course Requirements and Grading Criteria**

* Exams (OPEN BOOK): 1. Mid-Term: online (proctor not required) 2. Final: online (non-cumulative, proctor not required.
* Written Assignments: (see Assignments Folder on course homepage) One written assignment is assigned each week. Weekly assignments consist of discussion questions pertaining to the textbooks assigned reading assignments. Written assignments must be submitted online within the respective week’s assignment folder. Students must identify their assignments by placing their name, assignment, and date on the top page of all written work.
* Discussion Board: (see Discussion Board) One discussion topic is assigned each week; three weekly posts are required (one discussion topic reply post plus two feedback posts for two separate classmates topic replies); weekly discussions are valued at a total of 5 points (3 points for the topic reply; 1 point for each of the two feedback posts).
* Reading Assignments: Weekly reading assignments are posted online in the assigned week’s Assignment folder and in the Course Schedule at the end of the syllabus.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **ASSIGNED CHAPTERS/ASSIGNMENTS/DISCUSSIONS** | **DATES** |
| **1** | Text: Servant Leader HRM: Chp 1: (Foundational Principles)  Discussion Board: Introductions, WK 1 Topic-5 pts; Chp 1 Assignment | **Jan 17-22, 2023**  **MLK Jr Hol Jan 16** |
| **2** | Text: Servant Leader HRM: Chp 2 (Biblical Foundation) and Chp 3 (Organizational Integrity)  Discussion Board: WK 2 Topic-5 pts; Chp 2 & Chp 3 Assignments | **Jan 23-29, 2023** |
| **3** | Text: Servant Leader HRM: Chp 4 (Chg Mgt) and Chp 5 (Empowerment and Discipleship)  Discussion Board: WK 3 Topic-5 pts; Chps 4 & 5 Assignments | **Jan 30-Feb 5, 2023** |
| **4** | Text: Servant Leader HRM: Chp 6 (Fair Employee Treatment) and Chp 7 (Work/Life Balance)  Discussion Board: WK 4 Topic-5 pts; Chps 6 & 7 Assignments | **Feb 6-12, 2023** |
| **5** | **Mid-Term Exam (Chps 1 – 6) Due: Feb 19, 2023**  Text: Servant Leader HRM: Chp 8 (Performance Management)  Discussion Board: WK 5 Topic-5 pts; Chp 8 Assignment | **Feb 13-19, 2023** |
| **6** | Text: Servant Leader HRM: Chp 9 (Staffing Principles)  Discussion Board: WK 6 Topic-5 pts; Chp 9 Assignment | **Feb 20-26, 2023** |
| **7** | Text: Servant Leader HRM: Chp 10 (Training & Development) and Chp 11 (Compensation Management)  Discussion Board: WK 7 Topic-5 pts; Chps 10 & 11 Assignment | **Feb 27-Mar 5, 2023** |
| **8** | Text: Servant Leader HRM: Chp 12 (Final Reflections)  Discussion Board: WK 8 Topic-5 pts; Chp 12 Assignment  **FINAL EXAM DUE (Chps 7 – 12): Mar 11, 2023** | **Mar 5-11, 2023** |

**Additional Information**

In this online course, communication is critical; should you need to communicate with the instructor, our Wayland Baptist University email works well. You may also contact me via phone. While weekly discussion topics are required and account for 10% of the grade, additional communication may be necessary such as keeping the instructor informed of situations that may impact your ability to complete course assignments.