**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 5344 VC – Career Development and Management

**Campus**

: WBUonline

**Term/Session**

**:** Spring I 2023

**Instructor**

**:** Dr. Jeffrey L. Hample

**Office Phone Number**

**:** (907) 375-4522

**Cell Phone Number:** (907) 854-4139

**WBU Email Address**

**:** hamplej@wbu.edu

**Office Hours, Building, and Location**

**:** 10:00 – 1:00 PM, M T W Th, Valley Campus

**Class Meeting Time and Location**

**:** Online

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Human Resource Development - no book  MindTap + Access Card | Werner | 7th | 2017 | Cengage | 9781-30557-6667 |

*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.*

**Course Information**

**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.

**Prerequisite:**BUAD 5300

**Course Outcome Competencies**

**:**

* Analyze the forces of contemporary trends or significant issues in the field as applicable to the major application areas.
* Describe each of the major HRD functions and application areas.
* Assess the Human Resource Development needs of an organization against its strategy.
* Develop training programs incorporating the stages of needs analysis, selection of resources, and techniques and evaluation.

# Integrate HRD with other activities within HRM and overall business strategy.

**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, Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call 1-866-547-9192 for

24/7 Blackboard Support.

**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**

|  |  |
| --- | --- |
| A | 540 – 600 |
| B | 480 – 539 |
| C | 420 – 479 |
| D | 360 – 419 |
| F | Below 360 |

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|  |  |
| --- | --- |
| Quiz point total | 225 points possible |
| Final Exam | 125 points possible |
| Exercises | 150 points possible |
| Term Paper | 100 points possible |
|  |  |
| **Total Points** | **600 points possible** |

**Quizzes:** The student will complete the quizzes found at the end of each chapter. Each quiz is worth 15 points or 225 points total

**Final Exam:** Final exam will consist of a twenty-eight (28) question exam covering all aspects of the course over the entire semester. The final exam has a total of 125 possible points

**Exercises:** The student will complete the listed exercises. The length of the exercise responses vary throughout the course. Each exercise is worth 10 points each or 150 total possible points.

**Term Paper: The s**tudent will select a career development/management issue or topic that is important to them and prepare an eight (8) to ten (10) page scholarly paper covering the issue or topic. All papers will be double spaced, Times New Roman type, 12 font, **and strictly follow APA formatting.**

**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**

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| --- | --- | --- |
| **Module** | **Material Covered** | **Activity** |
| Module One  Week of:  January 16, 2023 | Chapter One  Chapter Two | Chapter One Exercise  Chapter One Quiz  Chapter Two Exercise  Chapter Two Quiz |
| Module Two  Week of:  January 23, 2023 | Chapter Three  Chapter Four | Chapter Three Exercise  Chapter Three Quiz  Chapter Four Exercise  Chapter Four Quiz |
| Module Three  Week of:  January 30, 2023 | Chapter Five  Chapter Six | Chapter Five Exercise  Chapter Five Quiz  Chapter Six Exercise  Chapter Six Quiz |
| Module Four  Week of:  February 6, 2023 | Chapter Seven  Chapter Eight | Chapter Seven Exercise  Chapter Seven Quiz  Chapter Eight Exercise  Chapter Eight Quiz |
| Module Five  Week of:  February 13, 2023 | Chapter Nine  Chapter Ten | Chapter Nine Exercise  Chapter Nine Quiz  Chapter Ten Exercise  Chapter Ten Quiz |
| Module Six  Week of:  February 20, 2023 | Chapter Eleven  Chapter Twelve | Chapter Eleven Exercise  Chapter Eleven Quiz  Chapter Twelve Exercise  Chapter Twelve Quiz |
| Module Seven  Week of:  February 27, 2023 | Chapter Thirteen  Chapter Fourteen | Chapter Thirteen Exercise  Chapter Thirteen Quiz  Chapter Fourteen Exercise  Chapter Fourteen Quiz |
| Module Eight  Week of:  March 6, 2023 | Chapter Fifteen | Chapter Fifteen Exercise  Chapter Fifteen Quiz  Final Exam |