



Human Resources 2301.001IN SP2024
Human Resources Management
Spring 2024
INTERNET

Instructor Information: Maritsa Andre, mandrel@com.edu

Student hours and location: Online class only; no face-to-face

Required Textbook:

HR5 Human Resources

ISBN 978-0-357-04818-4

Denisi, Griffin; South-Western Cengage Learning, Mason, Ohio

Course Description: Behavioral and legal approaches to the management of human resources in organizations.

Course requirements:

- **Weekly Chapter Quizzes** will be completed and submitted via D2L/Mindtap and will be found under Content>Coursework>Weekly Activity.
- **Weekly Discussion Board** will be completed in the Discussion Board Content Area as ‘threads’ generated by the student within the appropriate Discussion Forum. You can also navigate to them by going to the Content>Coursework>Weekly Activity.
- **Weekly Assignments** will be completed via D2L and will be found under Content>Coursework>Weekly Activity.
- **Course Projects** will be completed using Microsoft Office Applications (ie. WORD, EXCEL, PowerPoint) and will be submitted via D2L. Go to Content>Coursework>Weekly Activity.

College level writing is expected on all projects and essays are included as part of the Weekly Discussions. <https://www.onlinecolleges.net/for-students/academic-writing-guide/>

No emailed assignments will be accepted without the expressed written consent of the instructor and only on a case-by-case basis.

Chapter Quizzes

There will be 10 Concept quizzes and 10 Video quizzes given during the semester. The open book assessments allow you to reinforce your weekly learning. They are composed of multiple choice questions. Students will have unlimited time to complete and 3 attempts. The topics for the chapter quizzes correspond to the weekly chapter reading topics:

Part 1: An Overview of Human Resource Management

Chapter 1- The Nature of HR Management

Chapter 2- The Legal Environment

Chapter 3- The Global Environment

Chapter 4- The Competitive Environment

Part 2: Decision-Making in Human Resource Management

Chapter 5- Information for Making HR Decisions

Chapter 6- HR Decision-Making in Organizations

Chapter 7- Recruiting, Selecting, Training and Developing Employees

Part 3: Managing the Existing Workforce

Chapter 8- Managing a New and Diverse Workforce

Chapter 9- Compensation and Benefits

Chapter 10- Performance Appraisal and Career Management

Chapter 11- Managing Labor Relations

Chapter 12- Safety, Health, Well-Being and Security

Part 4: Enhancing Performance

Chapter 13- Motivation at Work

Chapter 14- The Big Picture

Class Discussions

There will be 10 graded Discussion Forums during the semester. One topic will be available weekly (except weeks when the Projects are due) that will correlate with topics discussed in the weekly chapter OR from a comprehensive perspective. Discussions will be centered on learning resources such as but not limited to video clips, articles, case studies, statistics, surveys, and white papers.

Student responses will be in *Essay format* (with appropriate citations / APA formatting) and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned.

Additionally, **students will need, at minimum, 2 additional posts, for a total of 3 posts per week.** The breakdown is as follows:

1 Original Discussion Post

1 comment to another student's post

1 reply to other students' or the instructor's posting/commenting on your original

Discussion Post. *Replies in response to posts by other students should clearly address the content and position of that post and all opinions and statements must be supported (with either textbook reference or from another reference researched). Students are encouraged to make multiple posts to a topic as they learn more about the topic or to respond to additional posts by other students.*

Comments and replies should be at least 1 paragraph in length and be engaging. Comments and replies such as “I agree.” will not be accepted as is. You will need to elaborate.

Weekly Assignments

Student responses will be in Essay format (with appropriate citations / APA formatting) and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned. You must justify your response with supporting data, this is not an opinion piece. There will be times in which your opinion is asked, but it must be supported by evidence as to how you arrived at that opinion.

Projects

(Specific information about the Projects will be listed in the D2L course shell.)

Project 1 will be a 300-word abstract (with appropriate citations /APA formatting) and a power point presentation (minimum of 5 slides). You will research a company that has a thriving human resources department. You will use critical thinking which demonstrates the ability to apply what is being learned. The overarching theme of “Translating, Reframing, and Embracing Contradictions” as it relates to Human Resource Management will be applied, focusing specifically on the “Embracing Contradictions” aspect.

Project 2 will be an interview of an HR professional to determine best practices. Student responses will be in Essay format (with appropriate citations / APA formatting) and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned. As part of this assignment you will also attach supporting documentation of the interview questions.

Project 3 will be the FINAL project rough draft. It will be a benchmark for the Final Project. Each student will be required to submit the rough drafts. Rough drafts will include both the Final Research Paper draft AND the PowerPoint slides draft. This is a collaborative project. There will be no more than 3 people on a team, and there must be at least two people on a team. The rough draft must include **all aspects** of the research and include preliminary data and 10 PowerPoint slides used as the outline.

Project 4: Final Project

The final project will be a collaborative research paper regarding any Human Resource Management topic of the team’s choice. It must include at least one chart, one graph and data to support your research. It must also include at least 3 cited references. The research paper must be at least 4 pages in length, in APA format, accompanied by a 10 slide PowerPoint file. There will be no more than 3 people on a team, and at least two people on a team.

Determination of Course Grade/Detailed Grading Formula:

COURSE ITEM	SPECIAL INSTRUCTIONS	Points Possible
Assignments (10)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no assignment 4,7, 12, 14, 15, 16	200
Chapter Content Quizzes (10)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no quiz 4,7, 12, 14,15, 16	100
Chapter Video Quizzes (10)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no quiz 4,7, 12, 14,15, 16	100
10 Discussion Questions (DQ)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no DQ 4, 7, 12, 14, 15, 16	100
Projects (3)	Semester Week 4, 7, 13; 100 pts each	300
Final Project	Semester Week 16	200

Grading Formula: Letter grades for the course are assigned according to the table below.

Points Letter Grade

900-1000 A

800-899 B

750-799 C

700-749 D

Below 700 F

Changes to this syllabus: The instructor reserves the right to update this syllabus. Updates will be posted on D2L as an announcement and/or communicated via course email.

Class Attendance:

You are expected to log into D2L at least THREE times per week to check announcements and email messages as well as submit assignments and complete quizzes/exams, and any other gradable class activities.

Communicating with your instructor: ALL electronic communication with the instructor must be through your *D2L Course Email* (preferred) or your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student Learner Outcome	Maps to Core Objective	Assessment
1. Explain the development of human resources management	Critical Thinking Personal Responsibility	Quizzes – Chapters 1 - 4 Discussion Board Essays
2. Explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation	Critical Thinking Personal Responsibility	Project 2 Quizzes – Chapters 5-6, 10 Project 3
3. Describe management's ethical, social, and legal responsibilities	Social Responsibility Personal Responsibility	Quizzes – Chapters 5– 11 Discussion Board and Case Study Assignments
4. Explain methods of compensation and benefits planning	Critical Thinking Social Responsibility	Quizzes – Chapters 9, 13 Discussion Board Assignments
5. Describe the role of strategic human resources planning	Critical Thinking Personal Responsibility Teamwork	Project 1 Quizzes – Chapters 1, 11

Academic Dishonesty: “The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are responsible for plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them.” This includes cheating, fabrication, plagiarism, etc.
<https://www.niu.edu/academic-integrity/faculty/types/index.shtml>

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided.

Course outline (Monday through Sunday format, excluding week 1 which will be Tuesday-Sunday)

<u>Week</u>	<u>Chapter Reading</u>	<u>Spring 2024 Semester Dates</u>	<u>Assignments</u>	<u>Due Date</u>
Week 1	Chapter 1	Jan 16 – Jan 21	Chapter 1 Quizzes Discussion Question 1 Assignment 1	Jan 21 11:59pm
Week 2	Chapter 2	Jan 22 – Jan 28	Chapter 2 Quizzes Discussion Question 2 Assignment 2	Jan 28 11:59pm
Week 3	Chapter 3	Jan 29- Feb 4	Chapter 3 Quizzes Discussion Question 3 Assignment 3 Work on Project 1	Feb 4 11:59pm
Week 4	Chapter 4	Feb 5 – Feb 11	PROJECT 1 DUE	Feb 11 11:59pm
Week 5	Chapter 5	Feb 12 – Feb 18	Chapter 5 Quizzes Discussion Question 5 Assignment 5	Feb 18 11:59pm
Week 6	Chapter 6	Feb 19 – Feb 25	Chapter 6 Quizzes Discussion Question 6 Assignment 6 Work on Project 2	Feb 25 11:59pm
Week 7	Chapter 7	Feb 26 – Mar 4	PROJECT 2 DUE	Mar 4 11:59pm
Week 8	Chapter 8	Mar 4 – Mar 10	Chapter 8 Quizzes Discussion Question 8 Assignment 8	Mar 12 11:59pm
		Mar 11 – Mar 17	COLLEGE CLOSED-SPRING BREAK	
Week 9	Chapter 9	Mar 28 – Mar 24	Chapter 9 Quizzes Discussion Question 9 Assignment 9	Mar 24 11:59pm
Week 10	Chapter 10	Mar 25 – Mar 31	Chapter 10 Quizzes Discussion Question 10 Assignment 10	Mar 31 11:59pm
Week 11	Chapter 11	Apr 1 – Apr 07	Chapter 11 Quizzes Discussion Question 11 Assignment 11	Apr 7 11:59pm
Week 12	Chapter 12	Apr 08 – Apr 14	Chapter 12 *Quizzes *Bonus opportunity Team member submission deadline	Apr 14 11:59pm
Week 13	Review chapters	Apr 15 – Apr 21	PROJECT 3 Due	Apr 21 11:59pm
Week 14	Chapter 13	Apr 22 – Apr 28	Chapter 13 Quiz Discussion Question 13 Assignment 13	Apr 28 11:59pm
Week 15	Chapter 14	Apr 29 – May 5	Course Evaluation WORK ON PROJECT 4: FINAL PROJECT	May 5 11:59pm
Week 16	Semester Wrap - UP	May 6 – May 12	PROJECT 4: FINAL PROJECT DUE	May 9 11:59pm

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. https://www.com.edu/student-services/docs/Student_Handbook_2022-2023_v4.pdf

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal
https://www.com.edu/student-services/docs/Student_Handbook_2022-2023_v4.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8-week session is March 1st, April 24th for 16 week courses and May 3rd for the 2nd 8 week session.

FN Grading: The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

