Human Resources 2301.001IN SP2022
Human Resources Management
Spring 2022
INTERNET

Instructor Information: Dr. J. R. Hill jhill23@com.edu 281-685-8000 (Texting is fine, Call if urgent)

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

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

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.

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

Course requirements (including description of any special projects or assignments):

- *Weekly Chapter Quizzes* will be completed and submitted via BLACKBOARD and will be found in the Quizzes and Projects Content Area.
- *Weekly Discussion Board / Essays* will be completed in the Discussion Board Content Area as 'threads' generated by the student within the appropriate Discussion Forum.
- *Weekly Case Study Assignments* will be completed via BLACKBOARD and will be found in the Assignments Content Area
- *Course Projects* will be completed using Microsoft Office Applications (ie. WORD, EXCEL, PowerPoint) and will be submitted via BLACKBOARD (found in the Quizzes and Projects Content Area

College level writing is expected on all projects and essays are included as part of the Weekly Discussions. (See link below for a quick reference on academic writing.)

http://www.onlinecolleges.net/for-students/academic-writing-guide/

No emailed Projects or Discussion Board Essays will be accepted without the expressed, written consent of the Instructor.

Chapter Quizzes
There will be 10 Chapter quizzes given during the semester. The open book tests allow you to re-enforce your weekly learning. The tests are composed of matching, multiple choice, fill in the blank, true/false and essay questions. Students will have 60 minutes to complete and only one attempt, (time exceptions may be given based on full essay Quizzes). The topics for the chapter tests correspond to the weekly chapter reading topics:

Chapter 1- The Nature of HR Management
Chapter 2- The Legal Environment Chapter
Chapter 3- The Global Environment
Chapter 4- The Competitive Environment
Chapter 5- Information for Making Human Resources Decisions
Chapter 6- HR Decision Making in Organizations
Chapter 7- Recruiting, Selecting, Training and
Developing Employees
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 and Security
Chapter 13- Motivation at Work
Chapter 14- The Big Picture

The scores from your weekly Chapter Quizzes will be averaged.

Class Discussions
There will be 10 graded Discussion Forums posted during the semester. One topic will be available weekly (except weeks when the Group Projects, Mid Term and Final are due) that will correlate with topics discussed in the weekly chapter readings OR from a comprehensive perspective. Discussions will be centered on learning resources such as 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 to reply to, at minimum, 2 posts generated by fellow students AND the response from the instructor**. *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.*

Case Studies and 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.

Group Projects
Group Project 1 will be a case study to which 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. Each member will be required to submit the case study. There will be no more than 3 people in 1 group.

Midterm Project will be an interview of 3 HR professionals 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.

Group Project 2 will be a benchmark for the Final Project. The Group Project 2 will require that the rough draft is provided for the research paper (Final Project) due at the end of the course. Each student will be required to submit the rough draft. There will be no more than 3 people in 1 group. The rough draft must include all aspects of the research and include preliminary data and PowerPoint slides.

Final Project
The final project will be a group research paper regarding any topic of the group's choice. It must include charts, graphs and data to support your research. It must also include at least 3 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 in 1 group.

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	1000
Chapter Quizzes (10)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no quiz 4,7, 12, 14, 15,16	1000
10 Blackboard Discussion Questions (DQ)	Weekly based on corresponding Chapter; for clarity and numeric alignment, there is no DQ 4, 7, 12, 14, 15, 16	1000
Group Projects (2)	Semester Week 4, 12; 200 pts each	400
Mid-Term Project	Semester Week 8	200
Final Project	Semester Week 16	200

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

Points	Letter Grade
3420 - 3800	A
3040 - 3419	B
2660 - 3039	C
2280 - 2659	D
Below 2280	F

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

Course outline

Week	Chapter Reading	Spring 2019 Semester Dates	Assignments	Due Date
Week 1	**Chapter 1**	**Jan 18 – Jan 23**	**Chapter 1 Quiz** **Discussion Question 1** **Assignment 1**	Jan 23 11:59pm
Week 2	**Chapter 2**	**Jan 24 – Jan 30**	**Chapter 2 Quiz** **Discussion Question 2** **Assignment 2** **Identify your group**	Jan 30 11:59pm
Week 3	**Chapter 3**	**Jan 31- Feb 6**	**Chapter 3 Quiz** **Discussion Question 3** **Assignment 3** **Work on Group Project**	Feb 6 11:59pm
Week 4	**Chapter 4**	**Feb 7 – Feb 13**	**GROUP PROJECT 1 DUE**	Feb 13 11:59pm
Week 5	**Chapter 5**	**Feb 14 – Feb 20**	**Chapter 5 Quiz** **Discussion Question 5** **Assignment 5**	Feb 20 11:59pm
Week 6	Chapter 6	**Feb 21 – Feb 27**	**Chapter 6 Quiz** **Discussion Question 6** **Assignment 6** **Work on Mid Term Project**	Feb 27 11:59pm
Week 7	**Chapter 7**	**Feb 28 – Mar 6**	**MID TERM PROJECT 1 DUE**	Mar 6 11:59pm
Week 8	**Chapter 8**	**Mar 7 – Mar 13**	**Chapter 8 Quiz** **Discussion Question 8** **Assignment 8**	Mar 13 11:59pm
SPRING BREAK WEEK		**Mar 14 – Mar 20**	**COLLEGE CLOSED**	
Week 9	**Chapter 9**	**Mar 21 – Mar 27**	**Chapter 9 Quiz** **Discussion Question 9** **Assignment 9**	Mar 27 11:59pm

Week 10	**Chapter 10**	**Mar 28 – Apr 3**	**Chapter 10 Quiz** **Discussion Question 10** **Assignment 10**	Apr 3 11:59pm
Week 11	**Chapter 11**	**Apr 4 – Apr 10**	**Chapter 11 Quiz** **Discussion Question 11** **Assignment 11**	Apr 10 11:59pm
Week 12	**Chapter 12**	**Apr 11 – Apr 17**	**GROUP PROJECT 2 DUE**	Apr 17 11:59pm
Week 13	**Chapter 13**	**Apr 18 – Apr 24**	**Chapter 13 Quiz** **Discussion Question 13** **Assignment 13**	Apr 24 11:59pm
Week 14	**Chapter 14**	**Apr 25 – May 1**	**WORK ON FINAL PROJECT**	May 1 11:59pm
Week 15	**No Chapter Reading**	**May 2 – May 8**	**Course Evaluation** **WORK ON FINAL PROJECT**	May 8 11:59pm
Week 16	**Semester Wrap - UP**	**May 9 – May 15**	**FINAL PROJECT DUE**	May 15 11:59pm

Attendance Policy:
Students in the course as expected log into Blackboard 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.

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 4th, April 27th for 16 week courses and May 11 for the 2nd 8week session.

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.

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Professor David Knopp, Department Chair, at 409-933-8339, email dknopp@com.edu.

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	Teamwork Critical Thinking Personal Responsibility	Project 2 Quizzes – Chapters 5-6, 10 Mid-Term Project
3. Describe management's ethical, social, and legal responsibilities	Social Responsibility Personal Responsibility	Quizzes – Chapters 5– 11 Discussion Board Essays and Case Study Assignments
4. Explain methods of compensation and benefits planning	Critical Thinking Social Responsibility	Quizzes – Chapters 9, 13 Discussion Board Essays
5. Describe the role of strategic human resources planning	Critical Thinking Personal Responsibility Teamwork	Project 1 Quizzes – Chapters 1, 11

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

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