



School of Business
BM 341-W4 Human Resources and Organizations (Online)
Term IV March 8– April 30, 2021

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Office Hours: (By Appointment)

E-Mail: dkelly@coker.edu

ALL email messages from you must include BM 340W with YOUR name in the SUBJECT line.

Example: Subject: ***BM 341W Susan Classmate***

TEXT:

For this course, we will be using: Fundamentals of Human Resource Management, 8th Edition (2020), Raymond Noe, John Hollenbeck, Barry Gerhart and Patrick Wright; Connect ISBN _____. (Connect access required)

Inclusive Access (Course Material)

The above book is provided as an e-book via RedShelf or courseware via RedShelf.

Note: There is a \$_____ class fee attached to your tuition. You do have the ability to opt out once you click on the class material link and choose that you wish to purchase the book and course materials on their own. You can opt out and back in as many times as you wish. **The deadline to opt out is _____.** When you opt out, the \$_____ class fee is removed from your student account. If you opt back in, it is added back to your account.

Tutorial Videos for Access Coded Materials, e-Books, and How to Opt Out

<https://solve.redshelf.com/hc/en-us/articles/360007589114-Blackboard-student-journey->

COURSE DESCRIPTION: This course provides an introduction to the principles, practices, and programs relevant to managing human resources in a modern organization (Coker University 2020-2021 Academic Catalog). This course examines the evolving human resources function within today's organizations. Students will examine the changing roles and responsibilities of human resources managers, the acceptance and integration of the human resources function as a full business partner, and the higher expectations placed on human resources leadership to make a significant contribution to the successful management of the organization. Students will explore the role managers and supervisors play in the successful management of the organization's human resources.

COURSE LEARNING OUTCOMES:

Upon completing this course, students should be able to:

- Demonstrate knowledge of the organizational, legal, and environmental forces that create the framework for human resource management.
- Develop an understanding of the functions, processes, and challenges of human resource management
- Apply the principles and practices of this course, particularly as it relates to the following:
 - Diverse personnel working in the field of management.
 - The role of human resource management as it applies to all aspects of the workplace.
 - Changes in the workplace due to changes in the demographics of the workforce.
 - Legal requirements pertaining to the labor force.
- Identify how pay is interrelated to organizational performance.

COURSE TOPICS:

- Managing Human Resources
- Trends in Human Resource Management
- Providing Equal Employment Opportunity and a Safe Workplace
- Developing Employees for Future Success
- Managing Human Resources Globally
- Creating and Maintaining High-Performance Organizations
- Training methods for employee orientation and diversity management
- Unions and labor relations in an organization
- Employee Compensation
- Legal Aspects of human resource management (Judicial, Executive, and Legislative)
- Performance management
- Job analysis as it relates to human resource management

PREREQUISITES:

Admittance to the Business Management Major.

CLASS ATTENDANCE:

Students are required to log into the course a minimum of one time per week and complete at least one task to be counted present. Students are responsible for completing and submitting assignments, quizzes and discussions by due date. **Late assignments will not be accepted.**

PARTICIPATION:

Students are expected to have completed chapter readings prior to attempting weekly assignments, quizzes and/or discussions. Students are expected to follow instructions and meet appropriate deadlines as outlined in the syllabus and course room. Weekly academic requirements are as follows:

Registration:

Students are required to register for the Connect Course Product that will be utilized throughout this course. All course material (textbook and access code) is available on the first day of class in Blackboard. Technical support for Connect registration and the Connect Digital Course Product is available at 800-331-5094.

Assignments:

Students will complete a minimum of one problem set assignment per week. Some weeks will require up to three assignments. Additionally, students will complete a minimum of one LearnSmart assignment per week. All assignments must be completed and submitted by Sunday at 11:59pm of the week posted (unless otherwise posted in Connect Course room). Students are allowed two attempts per assignment. The last attempt, regardless of score, will be documented as assignment grade. **Late assignments will not be accepted.**

Quizzes:

Students are required to complete weekly quizzes. Quizzes are developed from reading assignments and in the greatest likelihood will consist of (multiple choice and/or true-false questions). Quizzes must be completed by Sunday at 11:59pm of the week posted (unless otherwise posted in Connect Course room). Students are allowed two attempts per quiz. The last attempt, regardless of score, will be documented as quiz grade. **Late quizzes will not be accepted.**

Discussions:

Students are required to post to weekly discussions boards. Initial posting must be posted to graded discussion board no later than Thursday at 11:59pm of the week assigned. Additionally, students must respond to initial posts of at least TWO classmates. This allows for class discussion. Posts must be a minimum of 200 content specific words. Responses to classmates must be a minimum of 100 content specific words. Discussions are evaluated with regards to spelling, punctuation, grammar, professional appearance, clarity of thought and value of content. **Do not** attach word documents to the weekly discussion board. All postings **MUST** be typed into the discussion board. **Late postings will not be accepted.**

LATE ASSIGNMENTS:

All work submitted to your instructor is due no later than Sunday at 11:59pm of the designated week, except initial discussion posts, which are due on Thursdays by 11:59pm (unless otherwise posted in Connect Course room). This is so others can respond to your post by Sundays. No work is accepted after the assigned week, as it is essential that students keep up with course material.

The Office of the Registrar will notify students of his/her course grade.

The course grade will be based on the following components and percentage allocation:

GRADING:

Postings are evaluated with regards to spelling, punctuation, grammar, professional appearance, clarity of thought, value of the content and minimum discussion requirements.

The course grade will be based on the following components and points allocation:

Assignments	480 (16 assignments x 30 points each)
LearnSmart Reading Assignment	160 (16 assignments x 10 points each)
Quizzes	700 (7 quizzes x 100 points each)
Discussions	700 (7 discussions x 100 points each)
Case Study	210
Comprehensive Exam	750 (125 questions x 6 points each)

Grade scale: A = 3000-2700 B = 2699-2400 C = 2399-2100 D = 2099-1800 F = 1799-0

TECHINICAL SUPPORT:

Technical support for this course is available from two sources. If you are experiencing a technical support issue related to Blackboard or the Blackboard course room, contact Coker IT Department. The Coker IT Department WILL NOT assist with issues related to the Connect Product. If you experience technical issues related to the Connect Digital Course Product, registration or navigating through the Connect product, contact the Connect Digital Course Support at 800-331-5094.

CASE STUDY:

The Case Study is to be prepared on an individual basis. It is expected that the content will reflect the individual student's thoughts and analysis rather than the work of others.

The criteria for grading the assignment include:

Identification of each key issue.

Use of appropriate analytical tools techniques, including the use of charts and tables where appropriate. Both breadth and depth of analysis will be evaluated.

Presenting realistic, workable, well-supported recommendations for action.

Use of good communication skills—failure to use good grammar, spelling, and other written communication skills will result in a 11 point grade reduction for the assignment.

Evidence of adequate preparation, pride of workmanship, and display of professional attitude and approach.

Substantiation of evidences and / or references to support the responses.

Professionalism and proper formatting. It must be typed, double-spaced, 12 pt. font, 1-inch top, bottom and side margins and modeled using APA writing style. A Microsoft

Word copy of the document should be submitted to the assignment section of Blackboard for this course by midnight of the due day.

The Case Study should have at least 4 pages of analysis content, excluding tables, charts, large quotations, title page, and reference materials.

A copy of ALL reference materials should be photocopied and included at the rear of the research assignment. The photocopies should include highlighted areas to indicate the parts used. The completed assignment must be submitted through Blackboard, in a Word Document, no later than 11:59 pm on April 30, 2021.

COURSE OUTLINE:

1. Managing Human Resources.
2. Trends in Human Resource Management.
3. Providing Equal Employment Opportunity and Safe Workplace.
4. Analyzing Work and Designing Jobs.
5. Planning for and Recruiting Human Resources.
6. Selecting Employees and Placing Them in Jobs.
7. Training Jobs.
8. Developing Employees for Future Success.
9. Creating and Maintaining High-Performance Organizations.
10. Managing Employees' Performance.
11. Separating and Retaining Employees.
12. Establishing a Pay Structure.
13. Recognizing Employee Contributions with Pay
14. Providing Employee Benefits.
15. Collective Bargaining and Labor Relations.
16. Managing Human Resources Globally.

*This is an aggressive schedule. This course outline is subject to modification during the course to compensate for scheduled / unscheduled site events and other possible adjustments. Therefore, it is vitally important for the students actively participate weekly to be aware of possible modifications.

ACADEMIC EXPECTATIONS (Student Handbook/Academic Catalog):

Intellectual honesty and integrity are the cornerstones of Coker University's educational mission. Student academic work is expected to represent unquestionably the student's own thoughts and words. Students must thoroughly and appropriately acknowledge sources for words or ideas that have been generated by Coker University Student Handbook Page 61 of 80 others. It is each student's responsibility to be familiar with appropriate citation techniques and to acknowledge the intellectual and creative contributions of others in all academic work done at the University.

Academic dishonesty includes cheating, plagiarism, or failing to appropriately cite sources. Any form of academic dishonesty is wholly incompatible with the Coker University Student Covenant, the Mission of the University, and generally understood standards of ethical academic behavior. Academic dishonesty is among the most serious of violations that might be committed at the University; for that reason, penalties for academic dishonesty may include:

- 1st offense in the class will be a 0 for the assignment/discussion and reported to the Office of the Provost.
- 2nd offense in the class will be an F for the class and reported to the Office of the Provost.

Cheating: A student is guilty of cheating when he/she wrongfully gives, takes, or receives unauthorized assistance or information in the preparation of academic work to be submitted for course credit, or in fulfillment of a University requirement, including re-purposing material from another assignment or course without providing proper attribution by citing the original content.

Plagiarism: A student is guilty of plagiarism when he/she submits work purporting to be his/her own, but which in fact, borrows ideas, organization, wording, or anything else from other sources — a published article, a chapter of a book, a friend's paper, etc. — without appropriate source acknowledgement. Plagiarism, as a form of cheating, also includes employing or allowing another person to alter or revise the academic work the student submits as his/her own.

Students may generally discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone. When an assignment involves research with outside sources of information, the student must carefully acknowledge exactly what they are, and where and how he/she has employed them.

DISABILITY SERVICES:

Reasonable accommodations will be provided for qualified students with documented physical, sensory, learning or psychiatric disabilities that require assistance to fully participate in this class. If a student has a disability that will likely require accommodation by the instructor, the student should contact Jennifer Rhodes (ext. 8012, jrhodes@coker.edu) to provide the necessary documentation.

No accommodations can be made without documentation from Learning Support Services. The student is solely responsible for contacting Jennifer Rhodes.

PROPER COMUNICATION CHANNELS FOR STUDENT CONCERNS:

The Department of Business Administration is aware, and sensitive to the fact, that some students have concerns about their classes that extend beyond the traditional challenges they face. This guideline addresses student involvement in their education and provides the procedure for communicating those concerns through proper channels. The first channel of communication is through the professor of the class. Students are expected to arrange to speak with their professor to express their concerns, to more fully understand course requirements, and/or to seek clarification of a matter.

Should this avenue not provide the student with necessary guidance, the student should arrange to speak and/or meet with the Dean of the School of Business. The Dean normally will be well acquainted with the student's professor and the unique circumstances. If there are matters the student believes are still unresolved, the student may present his/her concerns to the Chief Academic Officer & Dean of the Faculty. Listed below are the names of the appropriate contacts:

•Darryl Kelly, Course Instructor, School of Business dkelly@coker.edu
843-616-1273

•Dr. John Williams, Interim Dean, School of Business jwilliams@coker.edu
843-383-8399

•Dr. Susan Henderson, Chief Academic Officer & Dean of the Faculty
shenderson@coker.edu 843-383-8264

Coker University Student Covenant:

Coker University is a community dedicated to scholarship and community engagement. Those who join our circle of learning commit to a lifelong journey of intellectual & personal growth and service to others. Inspired by the six pillars of Davidson Hall, I agree to uphold the following tenets of the Coker University Student Covenant. I will:

- Conduct myself with INTEGRITY and be responsible for my actions and their consequences.
- RESPECT the rights, property, culture, and beliefs of others.
- Engage myself as an honorable SCHOLAR inside and outside of the classroom.
- Hold myself and others accountable for the SUSTAINABILITY of our environment.
- Offer my knowledge and creativity to SERVE my community.
- CONTRIBUTE to the wider world through a continued pursuit of knowledge.

As Davidson Hall serves as the center landmark of our campus, so shall these six tenets serve as the foundation for my actions and decisions as a member of this community. By pledging to these tenets, I obligate myself to honor the principles that define Coker University.