

HRS 451: Introduction to Human Resources

Student Syllabus for the Adult Degree Programs

Course Description

This course provides an introduction to the field of human resources and discusses the emerging role of HR professionals as strategic business partners as well as their relationship to other functions within the organization. Legal and contemporary approaches to diversity management are discussed. Key legislation discussed will include EEO, ADA, FMLA, and Title VII. This course will provide a foundation for further study of human resources.

Course Introduction

This course describes what human resource management is, how it relates to the management process, and how it is changing in response to trends in the workplace. Students will learn how all managers can use HR concepts and techniques, HR's role in strategic planning and improved organizational performance, and the competencies required of HR managers.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Describe the various roles of human resources in organizations, including the role of strategic partnership.
2. Recognize the major legislation impacting HR in the workplace with a particular emphasis on equal opportunity employment and affirmative action.
3. Apply effective methods of employee recruitment, testing, interviewing, and selection to a real-life setting.
4. Identify how HR fits into a proper Christian worldview and demonstrate the importance of engaging HR from a Christian perspective.

Course Texts

Dessler, G. (2017). *Human resource management* (15th ed.). Pearson.
ISBN-13: 978-0134235455
ISBN-10: 0134235452

ESV value thinline Bible. (2016). Crossway.
ISBN-13: 978-1433550652
ISBN-10: 1433550652

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Archiving of Online Courses

In order to provide the best service and to eliminate bandwidth bottlenecks, online courses will be removed from Moodle according to a scheduled archiving process. Students will have access in Moodle to courses taken during the current academic year and one previous academic year. Once a course is removed from Moodle, students will no longer have access to their coursework for the archived course. In preparation for the archiving of online courses, students are advised to save copies of their papers and other important coursework offline on a personal computer or other file storage location. Geneva College is not responsible for student files once a course has been archived offline.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided.

Accommodations for disabilities are available only as recommended by the SSC. For more details, visit the [Student Success Center website](#), call 724-847-5005, or stop by the SSC office. The SSC is located on the second floor of the Student Center. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

The Grading System in the Adult Degree Program

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	
F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Because honesty is expected in all college relationships, any form of cheating on exams or any plagiarism in formal written work is punishable by failure in the course. Repeated violations may result in expulsion from the college. Please read the Academic Integrity Guidelines in Appendix A of the ADP Student Handbook.

Students may appeal any disciplinary action by following the procedure laid out in the Academic Integrity Guidelines in the ADP Student Handbook.

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the

Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an academic event in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Academic Grievance Policy

For grievances related to grading and other course academic policies, the student should follow the published Grievance and Appeal Process in the ADP Student Handbook.

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (7)	30 points each	210 points
Case Studies and Written Assignments (4)	60 points each	240 points
Quizzes (3)	Quiz 1 = 35 points Quizzes 2-3 = 30 points	95 points
Oral Presentation	One Submission	100 points
Draft of Employee Recruitment Plan	One Submission	30 points
Employee Recruitment Plan	One Submission	200 points
Total		875 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.
- b. Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate **MUST** be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is **REQUIRED** as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the "Interacting in the Online Environment" section in the ADP Student Handbook.

Case Studies and Written Assignments

In this course, students will complete two case studies and two written assignments that will require them to concisely respond to and apply some of the key course concepts. Specific instructions for completing these written assignments can be found in the course outline below.

- Session 1: Case Study 1
- Session 3: Case Study 2
- Session 4: Job Description Assignment
- Session 6: Ethical and Legal Considerations Assignment

Each of these written assignments will be graded on content, style, and timeliness. They should adhere to all page length requirements and typical APA style and formatting (double spacing, proper APA citations, etc.).

All written assignments are due by 11:55 pm (EST) Saturday of the designated session week.

Quizzes

During this course, there will be three quizzes that cover the essential elements of the text and help students review and identify important facets of HR. These quizzes will include multiple choice questions.

- Session 2 – Students will take an online quiz on Chapters 1-2 of the text (35 points)
- Session 5 – Students will take an online quiz on Chapters 3-5 of the text (30 points)
- Session 7 – Students will take an online quiz on Chapters 6-7 of the text (30 points)

Students will be allowed to consult their text and notes when taking online quizzes. However, quizzes will be timed, and students will need to have a working knowledge of the material before taking the quiz. There will simply not be enough time to “look up” every answer in your text and materials.

If a student does not take a quiz by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Employee Recruitment Plan

In this course, students will design an Employee Recruitment Plan. This project will involve assuming the role of a HR manager at a company. As the HR manager, imagine you are tasked with finding a new senior marketing representative for the company. This mid-level position requires a bachelor's degree in marketing and 2-5 years of experience in the marketing field.

In total, the Employee Recruitment Plan should be 8-10 pages in length (not including cover sheet and reference page) and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

The Employee Recruitment Plan is due by 11:55 pm (EST) Saturday Session 8.

Oral Presentation

In Session 8, students will prepare a 5-7 minute oral presentation on their Employee Recruitment Plan.

The oral presentation will be an audio embedded PowerPoint presentation that will be uploaded to a forum in your Moodle classroom. Your fellow classmates and instructor will be able to view your presentation and make comments. If you need further instructions for recording your audio embedded PowerPoint, a tutorial will be available in your Moodle classroom.

After uploading your presentation, watch 5 of your classmates' presentations. Give feedback to each of these 5 students' presentations. Feedback should be approximately 50 words and include opportunity for constructive feedback on the presentation's content, style, and delivery. This is not an opportunity to be critical, but to help each other to improve and develop skills in presenting.

Students must post their audio embedded PowerPoint by 11:55 pm (EST) Wednesday Session 8.

Feedback on 5 classmates' presentations must occur by 11:55 pm (EST) Saturday Session 8.

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

Verbal Communication Skills



Skilled in exchanging information through verbal or non-verbal cues

Persuasive Communication Skills



Adept at using information, ideas, and influence to affect a desired outcome

Cultural/ Social Sensitivity



Effective in establishing and maintaining productive and positive working relationships with diverse audiences

Conflict Resolution Skills



Effective in establishing and maintaining productive and positive working relationships