INDIANA TECH

Course Syllabus Cover Page – Spring 2021

Course Number: MBA 5600

Course Title: Human Resource Management

Course Description:

A study of the following key areas of HR: management practices, selection and placement, training and development, compensation and benefits, employee and labor relations, health/safety and security, and international HR issues. The Society for Human Resource Management (SHRM) Learning System will be utilized to facilitate the learning process required in the key HR areas.

Prerequisites: MBA5000.

Credit hours: 3

Learning Outcomes:

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

1. Describe the strategic importance of the HR function as an integral part of the top management in an organization.
2. Analyze the effects of HR management policies and systems on organizational performance.
3. Discuss current environmental components that are changing HR practices.
4. Diagnose HR needs, expectations and objectives and design an HR program and/or system to improve organizational effectiveness.
5. Identify and ensure compliance with relevant federal, state and local workplace related legislation.
6. Determine ethical implications of HR management policies and practices.
7. Evaluate International HR issues and adapt policies appropriately.

**MBA 5600 Human Resource Management
Online Syllabus Course Content**

Instructor Information
Please see Professor Profile at the Blackboard instructional site.

Course Schedule
Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies
All of the online courses taken by students are required to follow the policies posted online at http://online.indianatech.edu/tech-policies/policies/. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook
Noe, R. A. (2013). *Human resource management: Gaining a competitive advantage* (8th ed.). New York, NY: McGraw-Hill/Irwin.

Grading Events & Grading Criteria

All assignments must be submitted via Blackboard

You will have a variety of ways to demonstrate what you learn in this course. The grading events in MBA 5600 Human Resource Management and the points available for each are listed below.

Grading Event	Points
Course Preparation Quiz	10
Discussions (4 @ 10 points each)	40
Examination on Employment Law	100
Quizzes (4 @ 50 points each)	200
Outside Reading Critiques (2 @ 30 points each)	60
Debate Paper	100
Total Points Possible	**510**

Your discussion grade in MBA 5600 Human Resource Management will be based on the relative worth of your comments (not the quantity or volume of them). Do not make comments just for the sake of participating. I will judge your comments on their educational value so be sure to make comments that help all of us to understand issues better.

Simply rehashing another student's ideas adds little-to-no educational value to a discussion. Your comments should add value so do not repeat something that has already been discussed by one of your classmates unless you can add perspective, clarify, or take it to a deeper level of greater insight.

Generally speaking, your participation in discussion should include two full cycles of discussion. I want all of you participate in a first cycle where you should make initial comments, responding to the discussion question. When we get to a point where most of you have posted initially, you will be expected to participate in a second cycle of discussion where you should respond to the initial comments made by your classmates.

Grading Scale
The following grading scale will be used to assign a grade at the end of the course:

Total Points Earned	Course Letter Grade
500 – 450 points	A
449 – 400 points	B
399 – 350 points	C
349 or less points	F

Late Assignments
All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes
If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:
- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
  - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
  - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor, and classmates, is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.