

Syllabus

BUS-235: Human Resources with Project Management Practices

Course Description

Students will explain the essentials of supervision and apply management functions to supervisors. Students will explain human resource management business processes and choose projects based upon analysis. Students will apply techniques of project management to human resource management and apply the concepts of a Christian worldview to project leadership.

Credit Hours: 3

Prerequisite Courses: n/a

Prerequisite Skills and Knowledge: n/a

Course Outcomes

Upon successful completion of this course, you should be able to:

1. Explain the essentials of supervision.
2. Describe the four stages of human resource project management.
3. Develop human resource project management business processes.
4. Apply effective project management practices in human resources projects.
5. Apply supervisory management functions to assure project success.
6. Demonstrate team performance management techniques that lead to project success.
7. Apply biblical principles of leadership in human resources project management scenarios and case studies.

Course Textbook

Principles of management.(2015). Montreal, QC: Pressbooks. Retrieved from <https://open.lib.umn.edu/principlesmanagement>

Watt, A. (2014). *Project management.* Montreal, QC: Pressbooks. Retrieved from <https://opentextbc.ca/projectmanagement/>

Note: This course utilizes Online Educational Resources that are displayed in Student Resources within each workshop (or module).

Course Technology

None.

IWU Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principles of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity.

We will foster an intentional environment for living, teaching, and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind. (2016)

Grading Scale

NOTE: In graduate level courses, a grade of C- or below will require the course to be repeated.

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95%–100%	950–1,000
A-	3.7	92%–94.9%	920–949
B+	3.3	89%–91.9%	890–919
B	3.0	85%–88.9%	850–889
B-	2.7	82%–84.9%	820–849
C+	2.3	79%–81.9%	790–819
C	2.0	75%–78.9%	750–789
C-	1.7	72%–74.9%	720–749
D+	1.3	69%–71.9%	690–719
D	1.0	65%–68.9%	650–689
F	0.0	0%–64.9%	0–649

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the [IWU Catalog](#).

Letter Grade Equivalencies

NOTE: In graduate level courses, a grade of C- or below will require the course to be repeated.

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
F	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Course Workshop Summary

Workshop	Discussion*	Assignment*	Total Points per Workshop
Workshop One	2/40	2/160	200
Workshop Two	2/40	2/160	200

Workshop Three	2/40	2/160	200
Workshop Four	2/40	2/160	200
Workshop Five	2/40	2/160	200
End of Course Survey	--	--	10 Extra Credit
TOTAL	10/200	10/800	1,000

* Number of Activities/Sum Point Totals

Workshop One

Title	Due Dates	Time	Points
1.1 Exercise: Reading	Due by the end of the workshop.	4 hours	0
1.2 Discussion: Faith and Life	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
1.3 Discussion: You Make the Call	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
1.4 Assignment: Four Functions of Managers	Due by the end of the workshop.	4 hours	80
1.5 Assignment: Project Management: Initiating Stage	Due by the end of the workshop.	4 hours	80
Totals		18 hours*	200

Workshop Two

Title	Due Dates	Time	Points
2.1 Exercise: Reading	Due by the end of the workshop.	4 hours	0
2.2 Discussion: Faith and Life	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
2.3 Discussion: Communication	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
2.4 Assignment: A Diverse Workforce	Due by the end of the workshop.	4 hours	80
2.5 Assignment: Project Management: Planning Stage	Due by the end of the workshop.	4 hours	80
Totals		18 hours*	200

Workshop Three

Title	Due Dates	Time	Points
3.1 Exercise: Reading	Due by the end of the workshop.	4 hours	0
3.2 Discussion: Faith and Life	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
3.3 Discussion: Motivation	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20

3.4 Assignment: Decision Making	Due by the end of the workshop.	4 hours	80
3.5 Assignment: Project Management: Executing Stage (Part I)	Due by the end of the workshop.	4 hours	80
Totals		18 hours*	200

Workshop Four

Title	Due Dates	Time	Points
4.1 Exercise: Reading	Due by the end of the workshop.	4 hours	0
4.2 Discussion: Faith and Life	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
4.3 Discussion: Team	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
4.4 Assignment: Performance Management and Appraisal	Due by the end of the workshop.	4 hours	80
4.5 Assignment: Project Management: Executing Stage (Part II)	Due by the end of the workshop.	4 hours	80
Totals		18 hours*	200

Workshop Five

Title	Due Dates	Time	Points
-------	-----------	------	--------

5.1 Exercise: Reading	Due by the end of the workshop.	4 hours	0
5.2 Discussion: Faith and Life	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
5.3 Discussion: Positive Discipline	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	3 hours	20
5.4 Assignment: Conflict	Due by the end of the workshop.	4 hours	80
5.5 Assignment: Project Management: Controlling Stage	Due by the end of the workshop.	4 hours	80
End of Course Survey	Due by the end of the workshop.	--	10 Extra Credit
Totals		18 hours*	200

Course Assignments

TOTALS	90 hours*	1,000
---------------	------------------	--------------

* These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Alternative Assignment Policy

Students with a documented disability may request accommodations for an alternative assignment(s) for course activities (Examples: video assignments, etc.). It is the student's responsibility to submit the form received from the Disability Services Office indicating his or her specific accommodation to the instructor prior to the start of each course.

Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	<u>View School/Division Expectations, Policies, and Student Information</u>
School of Educational Leadership	<u>View School/Division Expectations, Policies, and Student Information</u>
Wesley Seminary @ IWU	<u>View School/Division Expectations, Policies, and Student Information</u>
Nursing - Undergraduate	<u>View School/Division Expectations, Policies, and Student Information</u>
Nursing - Graduate	<u>View School/Division Expectations, Policies, and Student Information</u>

Listen
Dictionary
Translate