

Syllabus

HRM-435: Human Resources Management

Course Description

This course provides an introduction to the field of human resource management, its purpose, and how it functions within a business setting to address the issues related to staffing; workforce planning and employment, human resource development; compensation and benefits; employee and labor relations; and occupational health, safety, and security. Integrated into the application of the HR functions are strategic management, employment law and ethics, globalization, and managing the diverse workforce. Emphasis is placed on HR's role in the organization and the knowledge, competencies, and skills necessary to integrate business and HR strategies.

Credit Hours: 3

Prerequisite Courses: None

Prerequisite Skills and Knowledge: None

Course Outcomes

Upon completion of this course you should be able to:

1. **HR's Role:** Explain the strategic role of human resources in today's workplace and its significance to an organization's competitive advantage.
2. **Staffing: Recruitment and Selection:** Describe the various staffing alternatives, recruitment sources and strategies for targeting candidates as well as interviewing techniques and selection tests, tools, and methods.
3. **Workforce Planning and Talent Management:** Explain the concept of labor supply and demand and describe how such programs as forecasting, retention, and succession planning ensure the workforce's ability to achieve the organization's goals and objectives.
4. **Training, Development and Total Rewards:** Discuss how to develop, implement, and evaluate activities and programs used to address employee training and development, performance appraisal, and talent and performance management; apply that learning through demonstration of a training session; and examine total rewards strategies.
5. **Employee and Labor Relations:** Summarize the relationship between employer and employee and discuss the importance of maintaining relationships and working conditions that balance employer and employee needs and rights in support of the organization's strategic goals, objectives and values.
6. **Ethics and Biblical Worldview:** Explain the basic concepts of ethics and fair treatment at work, what shapes ethical behavior, HR's role in establishing organizational ethics, and how that role might be better informed by a biblical worldview.

Course Textbook

Note: This course utilizes Online Educational Resources that are displayed in Student Resources within each workshop (or module). OER is a free resource. No textbook needs to be purchased in this course. Some of the OER is listed below.

[Human Resource Management](#) (2016) Minneapolis, MN: University of Minnesota Libraries Publishing. ISBN 13: 9781946135117

Grading Scale

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95% - 100%	950 - 1000
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

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	Devotion*	Discussion*	Assignment*	Total Points per Workshop
Workshop One	1/0	2/80	2/85	165
Workshop Two	1/0	2/80	2/105	185
Workshop Three	1/0	2/80	2/125	205
Workshop Four	1/0	2/80	2/125	205

Workshop Five	1/0	2/80	2/160	240
End of Course Survey	-	-	-	10 Extra Credit
TOTAL	5/0	10/400	10/600	1000

* Number of Activities/Sum Point Totals

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Devotion: Of One Accord	Due by day four of the workshop	1 hour	0
1.2 Discussion: HR's Role	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
1.3 Discussion: Siemens	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
1.4 Assignment: Today's Human Resource Manager: An Interview	Due by the end of the workshop	5 hours	60
1.5 Assignment: Comprehensive Recruitment Plan Presentation	Due by the end of the workshop	3 hours	25
Totals		17 hours*	165

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Devotion: Living as One Chosen	Due by day four of the workshop	1 hour	0
2.2 Discussion: Staffing	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
2.3 Discussion: Assistant	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
2.4 Assignment: Personnel Planning and Recruitment	Due by the end of the workshop	5 hours	80
2.5 Assignment: Comprehensive Recruitment Plan Presentation	Due by the end of the workshop	3 hours	25
Totals		17 hours*	185

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Devotion: Pressing Towards the Goal	Due by day four of the workshop	1 hour	0
3.2 Discussion: Career	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
3.3 Discussion: Measures	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40

Title	Due Dates	Time	Points
3.4 Assignment: Retention Intervention	Due by the end of the workshop	5 hours	100
3.5 Assignment: Comprehensive Recruitment Plan	Due by the end of the workshop	4 hours	25
Totals		18 hours*	205

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Devotion: What Is Your Mission	Due by the end of the workshop	1 hour	0
4.2 Discussion: Training and Development	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
4.3 Discussion: Rewards	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	4 hours	40
4.4 Assignment: Social Learning	Due by the end of the workshop	6 hours	100
4.5 Assignment: Comprehensive Recruitment Plan Presentation	Due by the end of the workshop	4 hours	25
Totals		19 hours*	205

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Devotion: Two Kinds of Wisdom	Due by the end of the workshop	1 hour	0
5.2 Discussion: Labor	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	40
5.3 Discussion: Safety	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	40
5.4 Assignment: Current Topic Options	Due by the end of the workshop	7 hours	60
5.5 Assignment: Comprehensive Recruitment Plan Power Point Presentation	Due by the end of the workshop	5 hours	100
End of Course Survey	Due by the end of the workshop	30 minutes	10 Extra Credit
Totals		19.5 hours*	240

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

Course Development Resources

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- Bolles, R. N. (1992). *How to find your mission in life*. Berkeley, CA: Ten Speed Press.
- Clawson, J. G., & Haskins, M. E. (2011). Career COMPASS: Navigating key aspects of employer-employee relationships. *People & Strategy*, 34(1), 46-55.
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- Dessler, G. (2013). *Human resource management* (13th ed.). Indianapolis, IN: Prentice Hall.
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Nearing, S., & Nearing, H. (1979/1954). *The good life: Helen and Scott Nearing's sixty years of self-sufficient living*. New York, NY: Schocken Books.

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SHRM. (2010). *SHRM human resource curriculum: An integrated approach to HR education* [Guidebook and Templates for Undergraduate and Graduate Programs].

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Expectations, Policies, and Important Student Information

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

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