

# Syllabus

**HRMT-535: Human Resources Management**

## Course Description

This course will vest students with the knowledge and skills needed to effectively manage the myriad challenges associated with human resources (HR) practice in organizations. Students will learn how, through effective HR planning and implementation, managers can assist in strategically influencing the quality of life, productivity, and performance of employees. Additional topics will include recruiting and selecting staff to match organizational needs; counseling and engaging staff for personal and professional development; negotiating internal conflict; and practicing effective communication.

**Credit Hours:** 3

**Prerequisite Courses:** None

## Course Outcomes

Upon completion of this workshop, you should be able to:

1. Design an organizational employee development program.
2. Research and summarize major issues that affect employee performance so that you can propose ways of circumventing the negative performance issues.
3. Design a strategic framework to attract, recruit, and retain essential employees.
4. Analyze developmental needs of employees.
5. Assist employees in the design of their individual development plan.
6. Demonstrate how to effectively manage conflict and practice effective communication in the organization utilizing a biblical perspective of the value of the individual.
7. Create opportunities for improved quality of life (work-life balance) through planning and programming.

## Course Textbook

Bible

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2019). *Human resource management: Gaining a competitive advantage* (11th ed.). New York, NY: McGraw-Hill Education.

**\*Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.**

## Course Technology

- Off-Campus Library Services (OCLS)
- Computer
  - Internet access
  - Audio/speakers

## 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     |
|-----------|---------------------------|------------|-----------|
| <b>A</b>  | 4.0                       | 95%–100%   | 950–1,000 |
| <b>A-</b> | 3.7                       | 92%–94.9%  | 920–949   |
| <b>B+</b> | 3.3                       | 89%–91.9%  | 890–919   |
| <b>B</b>  | 3.0                       | 85%–88.9%  | 850–889   |
| <b>B-</b> | 2.7                       | 82%–84.9%  | 820–849   |
| <b>C+</b> | 2.3                       | 79%–81.9%  | 790–819   |
| <b>C</b>  | 2.0                       | 75%–78.9%  | 750–789   |
| <b>C-</b> | 1.7                       | 72%–74.9%  | 720–749   |
| <b>D+</b> | 1.3                       | 69%–71.9%  | 690–719   |
| <b>D</b>  | 1.0                       | 65%–68.9%  | 650–689   |
| <b>F</b>  | 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  |
|----------|--|
| <b>A</b> | 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>B</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. |
| <b>C</b> | Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.   |
| <b>D</b> | Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels.  |
| <b>F</b> | Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work.   |

## Course Workshop Summary

| Workshop            | Discussion* | Assessment* | Total Points |
|---------------------|-------------|-------------|--------------|
| <b>Workshop One</b> | 2/100       | 1/50 Survey | 150          |

|                       |               |  |              |
|-----------------------|---------------|--|--------------|
| <b>Workshop Two</b>   | 2/100         | 1/40 Journal Entry                     | 140          |
| <b>Workshop Three</b> | 2/100         | 1/40 Journal Entry                     | 140          |
| <b>Workshop Four</b>  | 2/100         | 1/40 Journal Entry                     | 140          |
| <b>Workshop Five</b>  | 2/100         | 1/40 Journal Entry                     | 140          |
| <b>Workshop Six</b>   | 2/100         | 1/40 Journal Entry<br>1/150 Assignment | 290          |
| <b>Course Totals</b>  | <b>12/600</b> | <b>7/400</b>                           | <b>1,000</b> |

\* Number of Activities/Sum Point Totals

## Course Assignments

### Workshop One Outline

| Title  | Due Dates  | Time             | Points     |
|--|--|------------------|------------|
| <b>1.1 Survey: The HR Literary Executive</b> | Due the last day of the workshop.  | 2 hours          | 50         |
| <b>1.2 Discussion: Managing People</b>       | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 6.5 hours        | 50         |
| <b>1.3 Discussion: Trends in HRM</b>         | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 5.5 hours        | 50         |
| <b>Totals</b>                                |  | <b>14 hours*</b> | <b>150</b> |

### Workshop Two Outline

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

|   |  |                  |            |
|---|--|------------------|------------|
| <b>2.1 Assignment: Something Different is Needed</b>      | Due the last day of the workshop.  | 2 hours          | 40         |
| <b>2.2 Discussion: Company Fails Fair-Employment Test</b> | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 7 hours          | 50         |
| <b>2.3 Discussion: Job Match</b>                          | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 6 hours          | 50         |
| <b>Totals</b>   |  | <b>15 hours*</b> | <b>140</b> |

## Workshop Three Outline

| Title  | Due Dates  | Time             | Points     |
|--|--|------------------|------------|
| <b>3.1 Assignment: A Next Batch of Leaders</b>                 | Due the last day of the workshop.  | 2 hours          | 40         |
| <b>3.2 Discussion: A Small Staffing Plan with a Big Impact</b> | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 7 hours          | 50         |
| <b>3.3 Discussion: Creating an Effective Introduction</b>      | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 7 hours          | 50         |
| <b>Totals</b>  |  | <b>16 hours*</b> | <b>140</b> |

## Workshop Four Outline

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

|  |  |                    |            |
|--|--|--------------------|------------|
| <b>4.1 Assignment: Strategic Futuring</b>  | Due the last day of the workshop.  | 2 hours            | 40         |
| <b>4.2 Discussion: Learning How to Show Appreciation at Datotel</b>              | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 6.5 hours          | 50         |
| <b>4.3 Discussion: 9-Box Grid and Creation of an Individual Development Plan</b> | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 7 hours            | 50         |
| <b>Totals</b>  |  | <b>15.5 hours*</b> | <b>140</b> |

### Workshop Five Outline

| Title  | Due Dates  | Time             | Points     |
|--|--|------------------|------------|
| <b>5.1 Assignment: ESOPs, Stewardship, and the Virtuous Business</b> | Due the last day of the workshop.  | 2 hours          | 40         |
| <b>5.2 Discussion: Compensation Satisfaction Survey</b>              | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 6.5 hours        | 50         |
| <b>5.3 Discussion: Exercising Strategy</b>                           | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 5.5 hours        | 50         |
| <b>Totals</b>  |  | <b>14 hours*</b> | <b>140</b> |

### Workshop Six Outline

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

|  |  |                    |                 |
|--|--|--------------------|-----------------|
| <b>6.1 Assignment: Faith in Practice using the Dialogic Approach</b> | Due the last day of the workshop.  | 2 hours            | 40              |
| <b>6.2 Discussion: Republic Gets Serious</b>                         | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 5 hours            | 50              |
| <b>6.3 Discussion: Small Business Expansion Overseas</b>             | Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop. | 6.5 hours          | 50              |
| <b>6.4 Assignment: The Virtual Business Model</b>                    | Due by the end of the workshop.  | 6 hours            | 150             |
| <b>End of Course Survey</b>  | Due by the end of the workshop.  | 30 minutes         | 10 Extra Credit |
| <b>Totals</b>  |  | <b>20 hours*</b>   | <b>290</b>      |
| <b>Course Totals</b>   |  | <b>94.5 hours*</b> | <b>1,000</b>    |

\*These times are only estimates. Actual assignment completion times will vary.

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## Alternative Assignment Policy

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

## Expectations, Policies, and Important Student Information

| School/Division          | Link   |
|--------------------------|--|
| DeVoe School of Business | <a href="#">View School/Division Expectations, Policies, and Student Information</a> |

| School/Division   | Link   |
|---|--|
| Division of Liberal Arts<br>School of Services and Leadership |  |
| School of Educational Leadership                              | <a href="#">View School/Division Expectations, Policies, and Student Information</a> |
| Wesley Seminary @ IWU   | <a href="#">View School/Division Expectations, Policies, and Student Information</a> |
| Nursing – Undergraduate                                       | <a href="#">View School/Division Expectations, Policies, and Student Information</a> |
| Nursing – Graduate  | <a href="#">View School/Division Expectations, Policies, and Student Information</a> |

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