

# Syllabus

## HRMT-541: Strategic Risk Assessment

### Course Description

This course examines risk management from the strategic perspective of HR as an internal consultant to the organization. The student will develop biblically based strategies that promote sustainable organizational practices in the utilization of human, financial, and environmental resources; evaluate organizational activities to enhance accountability to stakeholders and organizational reputation; and formulate plans to avoid risk in both everyday operations and times of crises. The student will design policies and procedures that secure HR-related information and records, comply with applicable laws and regulations, and lead to a safe work place for all employees.

**Credit Hours:** 3

**Prerequisite Courses:** HRMT-535: Human Resources Management

**Prerequisite Skills and Knowledge:** Bachelor of Science degree from an accredited university

### Course Outcomes

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

1. Develop biblically based strategies that promote sustainable organizational practices in the utilization of human, financial, and environmental resources.
2. Evaluate organizational activities to enhance organizational reputation and accountability to stakeholders.
3. Design policies and procedures that secure HR-related information and records.
4. Create policies and procedures that lead to a safe workplace for all employees.
5. Develop policies and procedures that comply with applicable laws and regulations.
6. Formulate plans to avoid risk in both everyday operations and times of crises.

### Course Textbook

Steingold, F. S. (2019). *The employer's legal handbook: How to manage your employees & workplace* (14th ed.). Nolo.

**\*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

- Computer
  - Internet access
  - Audio input and microphone
  - Webcam (optional); photograph can replace a webcam
- Word processing software (Microsoft Word, PowerPoint, Excel)

## 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
<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
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## 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 is 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 is 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 is unacceptable and does not qualify the student to progress to a more advanced level of work.

## Course Workshop Summary

Workshop	Discussion*	Assignment*	Quiz/Exam*	Total Points
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<b>Workshop One</b>	1/30	1/100	1/40	170
<b>Workshop Two</b>	1/30	1/90	1/40	160
<b>Workshop Three</b>	1/30	1/90	1/40	160
<b>Workshop Four</b>	1/30	1/100	1/40	170
<b>Workshop Five</b>	1/30	1/100	1/40	170
<b>Workshop Six</b>	2/120	0/0	1/50	170
<b>End of Course Survey</b>	--	--	--	10 Extra Credit
<b>TOTAL</b>	7/270	5/480	6/250	<b>1,000</b>

\* Number of Activities/Sum Point Totals

## Workshop One

Title	Due Dates	Time	Points
<b>1.1 Exercise: The Law of Christ</b>	Due the first day of the workshop.	30 minutes	0
<b>1.2 Quiz: Chapters 1 and 2</b>	Due by the end of the workshop.	4 hours	40
<b>1.3 Discussion: EEO—Equal Employment Opportunity Commission</b>	Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	4 hours	30
<b>1.4 Assignment: Model Employee Handbook</b>	Due by the end of the workshop.	8 hours	100

<b>Totals</b>	<b>16.5 hours*</b>	<b>170</b>
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## Workshop Two

<b>Title</b>	<b>Due Dates</b>	<b>Time</b>	<b>Points</b>
<b>2.1 Exercise: Topic of Health in the Bible</b>	Due the first day of the workshop.	30 minutes	0
<b>2.2 Quiz: Chapters 6 and 7</b>	Due by the end of the workshop.	4 hours	40
<b>2.3 Discussion: Small Necessities Laws</b>	Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	4 hours	30
<b>2.4 Assignment: Occupational Safety and Health</b>	Due by the end of the workshop.	8 hours	90
<b>Totals</b>		<b>16.5 hours*</b>	<b>160</b>

## Workshop Three

<b>Title</b>	<b>Due Dates</b>	<b>Time</b>	<b>Points</b>
<b>3.1 Exercise: Employment</b>	Due the first day of the workshop.	30 minutes	0
<b>3.2 Quiz: Chapters 8, 9, 10, and 11</b>	Due by the end of the workshop.	4 hours	40
<b>3.3 Discussion: Minimizing Unemployment Costs</b>	Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	4 hours	30
<b>3.4 Assignment: ADA (Americans with Disabilities Act)</b>	Due by the end of the workshop.	8 hours	90

<b>Totals</b>	<b>16.5 hours*</b>	<b>160</b>
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## Workshop Four

Title	Due Dates	Time	Points
<b>4.1 Exercise: Character or Reputation?</b>	Due the first day of the workshop.	30 minutes	0
<b>4.2 Quiz: Chapters 3, 4, and 5</b>	Due by the end of the workshop.	4 hours	40
<b>4.3 Discussion: Employer Branding</b>	Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	4 hours	30
<b>4.4 Assignment: Workplace Health Promotion</b>	Due by the end of the workshop.	8 hours	100
<b>Totals</b>		<b>16.5 hours*</b>	<b>170</b>

## Workshop Five

Title	Due Dates	Time	Points
<b>5.1 Exercise: Biblical Principles for a Christian Business</b>	Due the first day of the workshop.	30 minutes	0
<b>5.2 Quiz: Chapters 12 and 13</b>	Due by the end of the workshop.	4 hours	40
<b>5.3 Discussion: Employee or Independent Contractor?</b>	Initial response due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	4 hours	30
<b>5.4 Assignment: Creating a More Human Workplace</b>	Due by the end of the workshop.	8 hours	100

<b>Totals</b>	<b>16.5 hours*</b>	<b>170</b>
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## Workshop Six

Title	Due Dates	Time	Points
<b>6.1 Exercise: Knowledge</b>	Due the first day of the workshop.	30 minutes	0
<b>6.2 Quiz: Chapter 14, Appendix, and Prior Chapter Review</b>	Due by the end of the workshop.	4 hours	50
<b>6.3 Discussion: HR Environmental Scanning</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	60
<b>6.4 Discussion: Record Keeping</b>	Due by the end of the fourth day of the workshop.	6 hours	60
<b>End of Course Survey</b>	Due by the end of the workshop.	--	10 Extra Credit
<b>Totals</b>		<b>16.5 hours*</b>	<b>170</b>
<b>Course Totals</b>		<b>99 hours*</b>	<b>1,000</b>

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

## Course Development Resources

### 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/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	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
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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