

Course Syllabus

[Jump to Today](#)

 [Edit](#)



MGMT 3223 ON

Employment Practices

Course Description

This course is an examination of the practice and function of the traditional human resource areas of recruitment, interviewing, orientation, and internal staffing. Students examine human resources' responsibility for ensuring that employment practices meet the organization's long-term strategic plans for staffing requirements. Also addressed are issues related to compliance with state and federal employment laws and regulations.

Course Prerequisites

None

Required Materials

Title: Staffing Organizations
Author: Heneman, Judge, and Kammeyer-Mueller
ISBN: 978-0-07-786241-1

Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

Program Learning Outcomes

Students completing the Bachelor of Science (BS) in Business Administration are expected to:

- **Business Communication:** Become effective in both oral and written communication.
- **Teamwork and Collaboration:** Demonstrate leadership in effective collaboration, interacting and contributing as a team member to meet stated goals.
- **Social and Corporate Responsibility:** Exercise the ability to articulate the impact of corporate social responsibility for business and society.
- **Ethics and Christian Servant Leadership:** Model a clear perception of business ethics based on Christian principles and utilize leadership skills that reflect Christian servant leadership principles.
- **Problem-Solving and Decision Making:** Apply critical thinking skills to identify and solve problems using various analytical tools and technology.

Course Learning Outcomes

| | |
|--------------|--|
| CLO#1 | Explain the purpose of staffing as a critical organizational function concerned with the acquisition, deployment, and retention of the organization's workforce. |
| CLO#2 | Identify the ways in which the function of staffing is directly related to organizational effectiveness. |
| CLO#3 | Analyze the nature of staffing in relation to both the internal organizational culture and the external environment. |
| CLO#4 | Identify and present the laws and regulations surrounding the employment function. |
| CLO#5 | Explain the process of job analysis and staffing measurements. |
| CLO#6 | Demonstrate the variety of issues encountered in internal versus external recruitment. |
| CLO#7 | Identify the essentials of employment selection. |
| CLO#8 | Develop a staffing strategy and plan. |
| CLO#9 | Differentiate among the types and causes of employee turnover. |
| | |

| | |
|---------------|--|
| CLO#10 | Explain the variety of techniques used to limit turnover and increase employee retention. |
| CLO#11 | Explore a Christ-centered approach to ethical behavior in staffing practices and the treatment of employees. |

Course Learning Assignments and Assessments

Grading

| | |
|--------------------------|-------------|
| Discussion Forums | 15% |
| Weekly Quizzes | 20% |
| Homework Assignments | 35% |
| Workforce Analysis Paper | 30% |
| Total | 100% |

Discussion Forums – 15%

Discussion forums are an integral part of the course and a venue in which class integration can take place. Essentially, this is where we will have our class discussions. In a face-to-face course, if someone asked a question, everyone would benefit from hearing the response. Similarly, in the forums, our responses to each other will prove useful to all of us.

All discussion forums are graded, unless otherwise noted on the forum itself. As a part of the forums, participants are expected to post an initial response by Thursday of that week as well as a response to at least two other classmates/faculty by Sunday of that week. Please avoid responses such as, “I agree,” or “This was really good.” Instead, push yourself to engage in a meaningful dialogue with your peers, providing well-thought-out points instead of a quick “just get it done” answer. For example, if you agree, explain the reason(s).

In addition, I have provided an ungraded, open forum that is a devotional for the week. This is an area in which we can make prayer requests and engage in conversation that is focused on a Christ-centered approach to our studies. Although posts to the Devotional Forum are optional, **you are required to read the post.** This is also a venue in which you can make prayer requests each week (optional). As

Christians, we need each other and we also need a connection with the Holy Spirit as we work together toward the acquisition of knowledge, both in the discipline and in our spiritual lives.

Weekly Quizzes – 20%

Each student will be required to take six quizzes during the course. Quiz questions may be comprised of true/false and/or multiple choice. Every student who has completed all the required readings, activities, and assignments, should do very well on the quizzes. All quizzes will be available and must be submitted on Canvas

Assignments – 35%

Each student will be required to complete six homework assignments in this course. Each week the homework assignments will be related to the material covered in the textbook and/or relevant articles that the student will be required to read. These assignments have been designed to help the student fulfill the course objectives and better prepare the student for gaining a comprehensive understanding of employment practices. Each student is expected to submit assignments through the appropriate tool (as designated in the assignment instructions) in Canvas. Assignments sent via e-mail **will not be accepted**.

Prior to uploading the file in Canvas, be sure to save them using the following naming convention:

Lastname_Session 1(insert the number of the week); Example: Smith_Session 1

Workforce Analysis Paper – 30%

As a culminating experience for this course, each student will be asked to write a 6-8 page paper, double-spaced, that will be focused on some aspect of employment practices in the 21st century workplace. The analysis will include an explanation of the issue in greater detail, what has been written about the issue, the challenge(s) that the issue presents in the staffing process, strategies used by organizations to deal with the issue, and implications for staffing practices presently and into the future. Topics for consideration might include any one of the following: demographics of the workforce, outsourcing, downsizing, employee turnover and retention, employment-at-will, employee orientation, staffing organizations, performance management, recruitment strategies, the contingent workforce). A student may also chose a topic that has not been included in those suggested. The topic must be approved by the instructor during the second week of the class. There is a section in Canvas for you to submit your topic for the paper.

GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as “A” through “F” with appropriate plus and minus additions reflecting the following scheme:

| Percentage | Letter | Numeric |
|------------|--------|---------|
|------------|--------|---------|

| Value | Grade | Value for GPA |
|--------|-------|---------------|
| 93-100 | A | 4.0 |
| 90-92 | A- | 3.7 |
| 86-89 | B+ | 3.4 |
| 83-85 | B | 3.0 |
| 80-82 | B- | 2.7 |
| 76-79 | C+ | 2.4 |
| 73-75 | C | 2.0 |
| 70-72 | C- | 1.7 |
| 65-69 | D+ | 1.4 |
| 60-64 | D | 1.0 |
| <60 | F | 0.0 |

Course Policies

Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

Late Assignment Policy

Assignments

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified. Students can expect a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment.

In the case of extenuating circumstances (such as hospitalization, child birth, major accident, injury or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. The instructor may waive the late penalty if the circumstances are justified.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

Discussions

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](http://www.swu.edu/about-swu/technology-services/computer-recommendations/) [\(http://www.swu.edu/about-swu/technology-services/computer-recommendations/\)](http://www.swu.edu/about-swu/technology-services/computer-recommendations/) provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to helpdesk@swu.edu or call 864.644.5050.

Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon

evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (under *Academic Honesty*).

Accommodations for Students with Disabilities

Southern Wesleyan University is committed to providing equitable access to learning opportunities for all students. Accommodations can be made for students with disabilities, as outlined in "Services for Students with Disabilities," found in mySWU's Student tab under The Learning Center. Any student desiring accommodations must send the request and all documentation to the Academic Coordinator at the learning site where he/she attends classes. The Academic Coordinator will forward the materials to the Student Success Coordinator for Southern Wesleyan University.

Course Summary:

| Date | Details | Due |
|------|---|-----|
| |  Session 2 Assignment https://swu.instructure.com/courses/1822117/assignments/9111369 | |
| |  Session 3 Assignment https://swu.instructure.com/courses/1822117/assignments/9111370 | |
| |  Session 4 Assignment https://swu.instructure.com/courses/1822117/assignments/9111371 | |
| |  Session 5 Assignment https://swu.instructure.com/courses/1822117/assignments/9111372 | |
| |  Session 6 Assignment https://swu.instructure.com/courses/1822117/assignments/9111373 | |
| |  Session Five Quiz https://swu.instructure.com/courses/1822117/assignments/9111353 | |
| |  Session Five. Does it really matter? https://swu.instructure.com/courses/1822117/assignments/9111363 | |

| Date | Details | Due |
|------|---|-----|
| |  Session Five. What's going on here? (https://swu.instructure.com/courses/1822117/assignments/9111357) | |
| |  Session Four Quiz (https://swu.instructure.com/courses/1822117/assignments/9111349) | |
| |  Session Four. Shattering the Glass Ceiling (https://swu.instructure.com/courses/1822117/assignments/9111364) | |
| |  Session Four. Who do you know? (https://swu.instructure.com/courses/1822117/assignments/9111358) | |
| |  Session One Assignment (https://swu.instructure.com/courses/1822117/assignments/9111368) | |
| |  Session One Quiz (https://swu.instructure.com/courses/1822117/assignments/9111348) | |
| |  Session One. Are you that important? (https://swu.instructure.com/courses/1822117/assignments/9111361) | |
| |  Session One. Ethical Staffing Practice (https://swu.instructure.com/courses/1822117/assignments/9111367) | |
| |  Session Seven. Ahh! You've got my attention! (https://swu.instructure.com/courses/1822117/assignments/10364148) | |
| |  Session Seven. Let's keep this relationship going! (https://swu.instructure.com/courses/1822117/assignments/10364149) | |
| |  Session Six Quiz (https://swu.instructure.com/courses/1822117/assignments/9111351) | |
| |  Session Six. Don't Leave! (https://swu.instructure.com/courses/1822117/assignments/9111356) | |

| Date | Details | Due |
|------|--|-----|
| |  Session Six. How am I doing? (https://swu.instructure.com/courses/1822117/assignments/9111362) | |
| |  Session Three Quiz (https://swu.instructure.com/courses/1822117/assignments/9111355) | |
| |  Session Three. Getting to know you! (https://swu.instructure.com/courses/1822117/assignments/9111365) | |
| |  Session Three. Smile....you're on video! (https://swu.instructure.com/courses/1822117/assignments/9111359) | |
| |  Session Two Quiz (https://swu.instructure.com/courses/1822117/assignments/9111354) | |
| |  Session Two. ...and the jobs, they are changing! (https://swu.instructure.com/courses/1822117/assignments/9111360) | |
| |  Session Two. AAPs - Can they make things right? (https://swu.instructure.com/courses/1822117/assignments/9111366) | |
| |  Workforce Analysis Paper (https://swu.instructure.com/courses/1822117/assignments/9111387) | |
| |  Workforce Analysis Topic (https://swu.instructure.com/courses/1822117/assignments/9111388) | |