



**MGMT 360Z/ORGL 337Z: Human Resources
Course Syllabus**

Class Time: Online

Instructor:

Dates:

Prerequisites: Minimum grade of "C" in MGMT 150

Credit Hours: 3 hours

Office:

Email:

COURSE DESCRIPTION:

This course is designed to provide an in-depth examination of the role of human resource management in an organizational context. The students will develop an understanding of HR related terminology, strategy, and gain insights in how to execute on several HR related activities such as recruiting, performance management, training, compensation, and benefits management.

COURSE OBJECTIVES/OUTCOMES:

Upon successful completion of this course with a grade of "B" or higher and having completed all assignments, each student should be able to:

1. Understand the role of HR within the organizational environment;
2. Understand the terminology and be able to speak the language of HR with confidence;
3. Understand various components to an HR professional's role;
4. Understand various methods of approaching HR tasks;
5. Think critically about HR issues and challenges;
6. Apply knowledge to real world HR situations to practice solving problems;
7. Reflect on the student's understanding and incorporate that understanding into the student's life going forward.

Required Texts:

Human Resource Management, free textbook located at <http://open.lib.umn.edu/humanresourcemanagement/>. You may download a copy as outlined on the website.

Course Methodology:

The course will be divided into independent readings, online discussions, quizzes, and writing assignments.

Submission of Work:

Written assignments will be turned in before the listed due date via the Canvas Learning Management System. All written work shall be typed, double spaced, and with page numbers unless otherwise indicated on the assignment.

Late Work Policy:

Late work will be accepted for reduced credit, as follows:

1 day late (within 24 hours of the posted due date/time): 80% points

2 days late (within 48 hours of the posted due date/time): 60% points

3 days late (within 72 hours of the posted due date/time): 40% points

4 days late (within 96 hours of the posted due date/time): 20% points

Anything beyond this date will receive 0 points.

NOTE: This late policy does not apply to Online Discussions. Online discussion postings must be completed within the deadlines or 0 points will be awarded.

TurnItIn.com:

Please note that, where appropriate, I will be utilizing Turnitin for papers in this course.

Turnitin provides originality checking and online grading to prevent plagiarism prevention and engage students in the writing process. Turnitin encourages best practices for using and citing other people's written material and allows instructors to improve their feedback on the student writing process. If you receive a matching score of over 25% your grade may be negatively affected for that specific assignment, or for the final course grade, at the instructor's sole discretion.

Course Schedule

| Date | Description | Due |
|---|---------------------------|--|
| Week 1: Human Resource Overview & HR as Strategy | | |
| | Readings: Chapters 1-2 | |
| Thursday | Discussion | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Week 2: Diversity, Multiculturalism and International HR | | |
| | Readings: Chapters 3 & 14 | |
| Thursday | Discussion | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Quiz 1, Chapters 1-3 & 14 | Sunday, 11:59 pm |
| Week 3: Recruitment | | |
| | Reading: Chapter 4 | |
| Thursday | Discussions | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |

| Date | Description | Due |
|---|--------------------------|---|
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Case 1 Due | Sunday, 11:59 pm |
| Week 4: Selection | | |
| | Reading: Chapter 5 | |
| Thursday | Discussions | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Quiz 2, Chapters 4-5 | |
| Week 5: Compensation & Benefits | | |
| | Reading: Chapter 6 | |
| Thursday | Discussions | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Case 2 Due | Sunday, 11:59 pm |
| Week 6: Retention & Motivation | | |
| | Reading: Chapter 7 | |
| Thursday | Discussions | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Quiz 3, Chapters 6-7 | Sunday, 11:59 pm |
| Week 7: Training & Development; Employee Communication | | |
| | Reading: Chapters 8-9 | |
| Thursday | Discussions | Personal Post: Thursday, 6:00 pm Classmate Comments: Sunday, 11:59 pm |
| Saturday | Reflection Journal | Saturday, 11:59 pm |
| Sunday | Case 3 | Sunday, 11:59 pm |
| Week 8: Performance & Assessment | | |
| | Reading: Chapters 10-11 | |
| Tuesday | Discussions | Personal Post: Tuesday , 6:00 pm Classmate Comments: Thursday , 11:59 pm |
| Wednesday | HR Portfolio Project Due | Wednesday, 11:59 pm |

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|-----------------|--------------------------|--------------------|
| Thursday | Final Reflection Journal | Thursday, 11:59 pm |
| Thursday | Quiz 4, Chapters 8-11 | Thursday, 11:59 pm |

Discussion: The discussion activities essentially take the place of in-class discussion and are very valuable to your learning in this course. You will find that your classmates have valuable experience to share with you on how they handled difficult situations in their own work environments.

Discussion grades will be determined by the quality of the student's discussion contributions, such as:

1. Are comments relevant?
2. Are comments submitted during the timeframe allowed?
3. Are comments respectful?
4. Do comments show connection of the course material to the discussion at hand?
5. Do comments reflect the student's learning from fellow students and the material?
6. Are the comments well written using writing conventions and college level mechanics?

To receive full credit for the discussion, you must complete the following (at a minimum):

- Post your own response to the discussion topic by Thursday, 11:59 pm (each week, except for the final week of class);
- Post **at least 4 high quality** responses to your classmates' posts by Sunday, 11:59 pm (each week, except for the final week of class) according to the guidelines above AND on different dates/times. In other words, logging in one time, posting your initial post, making 3 comments at the same date/time, and then never participating further in the discussion is not sufficient for full credit.

Reflection Journal: Research has shown that reflection is one of the most significant ways in which adults learn and, in fact, learning that results in a change in behavior is most likely to occur after the reflection process. As such, you will reflect on a variety of topics each week. Please complete the reflection journal using Canvas' online text entry function.

Case Studies & HR Portfolio: Specific assignment guidelines and rubrics for these two assignments are found in the "Course Resources" module on Canvas.

GRADING RUBRIC: From the University of St. Francis Catalog

Each student is awarded a letter grade at the end of the semester according to the following guidelines.

- **A - Excellent:** The student performs in a consistently active, accurate, creative, and independent manner. Ability is demonstrated, not only to master the course material, but also to synthesize and evaluate what was learned. Communication skills reflect and are commensurate with the student's ability.
- **B - Very Good:** The student is able to master the course content and often demonstrates creative thought and independence, but does not give evidence of a consistency in excellence.

- **C - Satisfactory:** The student meets the basic expectations of the instructor, usually shows little initiative in attacking new problems, and indicates some progress in individual development.
- **D - Passing:** The student demonstrates an inability to fully master the basic course requirements, but does give indication of minimal growth expectations.
- **F - Failure:** The student fails to meet the minimum course requirements.

| Assignment | Total Points | Explanation |
|--------------------------|--------------|--|
| Reflection Journal | 80 | 10 per journal |
| Discussion Participation | 320 | 40 per discussion (20 for personal post, 20 total available for responses) |
| Quizzes | 100 | 25 points /quiz |
| Case Studies | 96 | 32 each |
| HR Portfolio | 200 | |
| Total | 796 | |

796 total points available

A: 720-796

B: 640-719

C: 560-639

D: 580-559

F: 558 - below

THE PROFESSOR RESERVES THE RIGHT TO CHANGE THE SYLLABUS AT ANY TIME IN HER SOLE DISCRETION.

USF Mission Statement:

As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charisma, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

Mission Statement of the College of Business and Health Administration: The mission of the College of Business and Health Administration is to offer undergraduate and graduate degree programs that are career oriented with a strong focus on academic excellence. Undergraduate programs are designed for traditional and non-traditional students providing academic and practical knowledge combining the effective use of technology with a global perspective and socially responsible leadership. Graduate and certificate programs are practitioner-based and designed for working professionals driven by real-world knowledge, emerging research, and the development of critical thinking skills. The College is guided by the University's Franciscan values of respect, compassion, integrity, and service.

ADA Statement:

The University strives to be in compliance with Americans with Disabilities Act (ADA) regulations. To this end, a student who requires special support or arrangements due to a disability should contact the Academic Resource Center, Library L 214, 815-740-5060 to coordinate accommodations. This contact should occur no later than the first week of classes in order to allow for sufficient time to provide accommodations. Should a need arrive after the start of a semester, the student is encouraged to contact the ARC as soon as possible. Each case will be reviewed on an individual basis.

Academic Integrity:

Students have an obligation to exhibit honesty in carrying out their academic assignments. Students may be found to have violated this obligation if they plagiarize or cheat. Plagiarism is presenting the work of others as one's own: cheating is taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom.

Statement Academic Resources: If you need academic-related resources or assistance, please contact the Academic Resource Center located on the second floor of the USF Library, room 214, or contact them at (815) 740-5060 or ARC@stfrancis.edu.

Technical Support:

The Department of Academic Technology administers the online course management system, Canvas, and provides technical support to those students and faculty using Canvas. If you are experiencing difficulties using Canvas or need technical assistance, you have several options to receive support:

1. Locate Help Resources Online. A student user guide and other resources for solving issues related to Canvas can be found at learnit.stfrancis.edu/.

2. Report a Problem Online. If you have questions regarding technical difficulties, you can report a problem by clicking on the orange **Help** button located in the upper right corner of your online course. You will receive a response from the Department of Academic Technology support team within 24 hours.

IMPORTANT NOTE: Responses to Help requests will go to your USF **stfrancis.edu** email account, NOT your personal email.

To learn how to access your USF email account, go to: learnit.stfrancis.edu/canvas/canvas-guides-students.htm

3. Telephone Support. You can also phone the Department of Academic Technology for personal help at (815) 740-5080 or (866) 337-1497 (toll-free) between 8:00 AM and 4:00 PM Central Standard Time, Monday - Friday.

Policies not covered in this document will be handled in accordance with the USF catalog.