



WILLIAM PEACE
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Course Name: BSA250: Human Resource Management

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Course Dates: January 25 – March 13, 2021

Course Description

BSA250. HRM is presented as an integral component of contemporary organizational management, which includes the importance and processes associated with job descriptions, personnel policies, wage and salary administration, legal compliance, and workplace diversity. This course will enhance understanding of the role of HRM function as it relates to successfully aligning managers, employees, and business objectives.

Course Objectives

BSA 250: Human Resources Management will help students gain a general working knowledge of the following HRM topics:

- Common, everyday challenges that confront human resources professionals;
- Laws pertaining to workplace discrimination, affirmative action, and equal employment opportunity;
- General compliance issues including hour requirements, wages, and employee benefits;
- The guidelines and importance of job analyses, job descriptions, and personnel policies;
- The basic structure of HRM - its evolution and its future in the workplace.

Email/Communication Policy

I am available to you at any point during the duration of our course. To the extent possible, it is best to ask questions or communicate concerns by e-mail. However, you prefer to speak with me, I will welcome the discussion. If I am not available, please leave a message and I will respond as soon as possible. Good communication will enhance your experience in this course and allow me to assist you more effectively. My email and cell phone are provided above.

Course Organization

Weeks 1, 2, 3 & 4 will be comprised of an introductory activity, discussion questions, and weekly participation.

Weeks 5, 6 & 7 will also be comprised of discussion questions, weekly participation, and a 50-item multiple choice exam and the writing of an HR Management Paper.

Course text:

Title: *Fundamentals of Human Resources*
Author: Dessler
Year: 5th Edition
Publisher: Pearson
ISBN: 9780134740218

This book is available at the Peace bookstore <https://www.bkstr.com/williampeacestore/shop/textbooks-and-course-materials> to rent or purchase and also on Amazon <https://www.amazon.com/Fundamentals-Human-Resource-Management-Whats/dp/0134740211>

Online Course

All online courses in the School of Professional Studies are fully online and require the use of Moodle. Weekly readings, activities, and assignments will be listed in Moodle. You should expect to spend on average 10-15 hours per week on an individual 3-credit course. This includes all the readings, posts and assignments as well as being actively engaged in the discussions on the message boards. You should expect to log into the course daily, or at least 4-5 times per week. If you have any problems accessing Moodle please contact Dr. Lori McClaren, Director of Online Learning at 919-508-2367.

Late Assignments

Due to the limited amount of time we have together in this course, late assignments should not occur. Students with serious, mitigating circumstances that prevent them from completing assignments on time should contact the instructor as soon as possible - **prior to the assignment deadline**.

Proctoring Policy

William Peace University partnered with Proctortrack to uphold academic integrity through the delivery of online assessments, including tests and quizzes, during the pandemic. Proctortrack supports student identity verification while also monitoring what materials and resources are or are not approved for use during the exam. All online courses at William Peace University require one (1) proctored exam or activity during the final week of the course. All proctored exams will be completed through Proctortrack. <https://www.proctortrack.com/>

Academic Integrity

William Peace University seeks to develop both the intellect and character of its students. All members of the University are expected to promote a culture of academic integrity, and all students are expected to inform themselves of the University's policies and procedures related to the Honor Code.

All forms of academic misconduct are violations of the University's Honor Code. These include, but are not limited to:

- Cheating: Using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.)
- Plagiarism: Representing the words or ideas of another as one's own in any academic work, whether intentional or not
- Falsification: Falsifying or inventing any information or citation in academic work
- Facilitating academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty
- Lying: Misrepresenting information that is relevant to the classroom or academic performance

If a faculty member suspects academic misconduct has taken place, s/he will complete an Honor Code Violation Report and meet with the student to discuss. A student may accept or decline to accept responsibility. If a student accepts responsibility, s/he will be subject to the penalty determined by the faculty member. If a student declines to admit responsibility, the case will be turned over the Honor Board for adjudication. A complete summary of the Honor Code and Honor Board policy can be found in the *2020-2021 Academic Catalog*.

Procedure for Handling Violations

The instructor will meet with the student(s) involved, send an email response, or note the matter on a graded assignment and clearly state the nature of the charge. Each professor has the option to institute sanctions for a first offense but is also required to submit a report to the Vice President for Academic Affairs. The type of infraction (e.g. unintentional plagiarism versus blatant cheating on a test) will determine the severity of the sanction. A professor's course syllabus will explain his or her penalties for a violation of academic integrity, such as a zero or "F" for a specific assignment or an automatic "F" for the entire course.

The student is under no pressure, overt or implied, to admit responsibility. A student cannot withdraw from a course in which a decision about the violation of academic integrity is pending. When a decision has been made, the accused student(s) may choose to appeal using the academic grade appeal process.

The Vice President of Academic Affairs will keep records of all violations which remain a part of a student's permanent record. For each violation the VPAA usually sends a letter to the student, which serves to note the infraction, remind about the importance of academic integrity, and warn about the consequences of future infractions.

Violation	Action by Faculty (Course Penalty)	Action by V.P. for Academic Affairs (Academic Penalty)
First	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Usually sends letter to student warning that another violation will result in suspension for the subsequent semester.
Second	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student suspending him or her from WPU for the subsequent semester and warning that one more violation results in permanent expulsion from the university.
Third	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student permanently expelling him or her from WPU.

Plagiarism policy

Plagiarism is theft; it is the *deliberate or accidental* use of a source's words, interpretation, or information without properly quoting or paraphrasing and acknowledging that use.

In both the professional world and the academic world, plagiarism is punished. In the professional world, charges of plagiarism, when proven, carry potentially enormous financial penalties. In the academic world, universities and colleges punish plagiarism with varying degrees of severity, with the penalties ranging all the way from expulsion from the school, to automatic 'F' in the course, down to automatic 'F' on the particular project or paper.

There are only two ways to avoid plagiarism:

1. **Quote and Citation:** Use the source's *exact* words, place quotation marks at the beginning and end of them, and insert a citation immediately at the end of the quotation according to the standards of the discipline.

2. **Paraphrase and Citation:** Transform (paraphrase) the source's words and information *entirely* into your own style of writing, and insert a citation at the end of this paraphrase. If what you write still echoes the source's *words and style*, you have plagiarized. If you fail to insert a citation, you have plagiarized.

Honor Code

The Honor Code represents the important values of integrity and accountability to the University community. It sets the standard for personal behavior. All new students are given the opportunity to sign the Honor Code to indicate their commitment, but all students are bound by it because of their membership in the William Peace University community. (Go to www.peace.edu to review the *Community Conduct Code*.)

**On my honor as a William Peace University student, I will not lie, cheat, or steal,
nor will I condone the actions of those who do.**

Tutorial Services

Peer Tutoring is available for all WPU students free of charge. Support is offered in many subjects, including anthropology, biology, business, chemistry, criminal justice, history, math, political science, psychology, simulation and game design, and writing. Free workshops on study skills and documentation styles like MLA and APA are also offered each semester. Tutorial Services also has many resources on studying, citation, grammar, and other academic topics. Students can sign up for individual appointments using WPUConnect or in person at the Center for Student Success, located in the 2nd floor of Finch Library. For more information, contact Dr. Deanna Rogers, Director of Academic Support, at drrogers@peace.edu or 919-508-2080.

Disability or Learning Services

Disability Services are available to all WPU students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational environment. Students will need to be certified with the Disability Services Office and provide appropriate documentation to receive an Academic Accommodation Plan. For more information or to become certified, please contact a counselor in the Disability Services Office, which is located on the 1st Floor of Joyner House. You may also reach Disability Services by sending an email to Disability@peace.edu.

Attendance Policy

William Peace University students are expected to attend all classes and laboratories for which they are registered, believing that regular class attendance and participation are an essential part of a student's educational program. However, the University's policy is that students may not miss more one (1) class in a 7-week session or two (2) classes in a 15-week session or the student is subject to course failure. It is the responsibility of the student to meet the attendance policy.

All members should arrive on time for classes and activities and leave when dismissed. Students who must arrive or depart a class early should notify the instructor prior to class and do so with minimal disruption to the class.

Class Participation – Very Important!!

- In addition to the assignments listed above, each week will require Discussion Board participation, which is defined as a **minimum of six posts** each week (**not including your discussion question responses**) made on at least two separate days (i.e., do not make all posts in one day). I cannot stress the importance of this enough, you have to 'show' up and produce not only an answer to each discussion question, but also an

additional 6 posts to other responses each week. **There should be 6 posts each week, which do not include your discussion question responses.**

- The posts should be substantive, meaning comments or questions should be rendered that enhance a meaningful discussion or seek clarification. Posts such as “I really liked what you wrote,” or “I agree” do not qualify as substantive because they do nothing to enhance the discussion or seek clarification. Make sure you back up what you are saying with examples from your readings or current events.
- Participation credit can only be given within a specified week, meaning once we are in Week 2, for example, going back to post a Week 1 comment serves no purpose (because the class has moved on to the Week 2 Discussion Board) and will not be credited.

Please be aware that Discussion Board interaction is an interesting, enlightening, and rewarding element of online education. Accordingly, we must always be respectful of the perspectives of others, even if they differ at times from our own.

Incompletes

An Incomplete is appropriate for a student that has been making steady, successful progress in a course and has an unexpected, verifiable mitigating circumstance at the end of the semester which precludes them from completing the last assignment or exam. Poor time management is not an appropriate reason to request an Incomplete. All incomplete grade requests must be approved first by the Instructor, and then by the Director of Online Programs. If the Incomplete is approved the student will have up to six additional weeks to complete the work, as determined by the Instructor. If the student does not complete the final work, the Instructor will assign the appropriate letter grade for work completed or the grade will revert to an "F."

Course Grade

Your grade will be based on the number of points earned from a possible 70 points (discussion question responses), 30 points (participation), 200 points (exams), and 100 points (paper).

Course Grade Calculations

Graded Activities	% of Grade
Participation	30
Discussion Questions	30
HR Case Study (week 4)	20
Final Exam (week 7)	20
Total:	100

Course Grading Scale:

Highest	Lowest	Letter Grade
100%	90%	A
89%	80%	B
79%	70%	C
69%	60%	D
59%	0%	F

Readings for weeks 1 - 3
Chapter 2: pp. 7-12
Chapter 4: pp. 27-36
Chapter 5: pp. 37-39 and 57-67
Chapter 6: pp. 69-78
Chapter 7: pp. 79-98

Readings for weeks 4 - 6
Chapter 8: pp. 110-114 and 119-122
Chapter 10: pp. 159-161, 166-181, and 185-189
Chapter 11: pp. 193-201
Chapter 12: pp. 215-225
Chapter 14: pp. 251-256
Chapter 15: pp. 261-269 and 275-276
Glossary: pp. 313-321

HR Paper

Follow the detailed instructions on the first slide of the Power Point presentation on Moodle. In summary:

- 1) Read the HR Management Paper PowerPoint presentation (in Moodle)
- 2) This is your final assignment, which includes a formal written paper (at least 1200 words)
- 3) APA formatting, including citations and references must be used
- 4) The paper is due on **Saturday, March 13, 2021 by 11:59 pm**

The HR paper should:

1. be at least 1,500 words in length (excluding front matter, i.e., title page, tables of contents, reference page(s), appendices, etc.);
2. be typed, double spaced, using either Arial or Times New Roman, 12 point font;
3. follow the bibliographic format of the American Psychological Association's (APA) style manual
4. have a minimum of **four references** (**not** including your textbook).
5. avoid first-person perspective; and check for spelling and grammatical mistakes

Additionally:

- All Discussion Board participation is due by 11:59 p.m. each Sunday of each week. This is also considered the end of a week or end of a course (11:59 pm on Sundays).
- The Final exam can be taken at any time after week 5 until the last day of this course, it is open note, closed book. Don't forget to register with the proctoring site to take your exam.
- The HR paper can be submitted any time prior to the end of the course.