MGMT 3303.D10 – Project Management

Course Description/Overview

Techniques and procedures of general personnel management; employer-employee relationships; recruitment, selection, placement, and training of employees; job analysis; wage plans and policies; transfer and promotion; employee health and safety; and employment services and fringe benefits.

Prerequisite Knowledge
Junior Standing

Course Technology
- Access to and familiarity with MS Office (Word, PowerPoint, Excel)
- ASU BlackBoard
- Access to and familiarity with a web browser
- The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Class Meeting Times
Online

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Brian Kulik  
Associate Professor  
Office: None over Summer 2018  
Phone: 425-749-8192 (Cell)  
E-Mail: bkulik@angelo.edu  
Office Hours: By appointment; sorry, I am only available by phone this summer. If you have any quick questions, try just giving me a call – any time on any day I’m happy to talk!! Facebook, email and texts work, too!

Course Objectives

This course focuses on effectively utilizing and managing human resources in a rapidly changing environment. Emphasis is on such topics as strategic human resource planning, staffing, performance appraisal, and compensation. Students will learn about challenges of managing human capital and will come up with ways to be more effective via group work, case analyses, in-class discussions,
and other forms of student engagement. After taking this course students should be able to:

1. Recognize the importance of human resource management as a central management function and as an essential field of study.
2. Know the basic elements and terminology of HR function such as equal employment, recruitment, job analysis, training and development.
3. Understand the importance of behavioral sciences in managing human resources effectively.
4. Apply the principles and skills of human resource management gained through this course to the discussion of major personnel issues and to solve case problems.

Throughout this course, you'll also see related learning outcomes identified in each unit. You can use the learning outcomes to help organize your learning and gauge your progress.

Assessment Methods

Exams (individual effort)

Time Commitment

While learning styles can vary considerably and any particular student will take more or less time to learn or read, we estimate that the "average" student will take **87.75 hours** to complete this course. Each overall unit, resource, and activity within the course is similarly tagged with an estimated time advisory. We recommend that you work through the course at a pace that is comfortable for you and allows you to make regular (daily, or at least weekly) progress. It's a good idea to also schedule your study time in advance and try as best as you can to stick to that schedule.

It may be useful to take a look at these time advisories, to determine how much time you have over the next few weeks to complete each unit, and then to set goals for yourself. Perhaps you can sit down with a calendar and decide to complete Subunit 1.1 and Subunit 1.2 (a total of 3.75 hours) on Monday; Subunit 1.2 (a total of 4.75 hours) on Tuesday and Wednesday; Subunit 1.3 (4 hours) on Thursday; etc.

Tips/Suggestions

Learning new material can be challenging, so below we've compiled a few suggested study strategies to help you succeed.

Take notes on the various terms, practices, and theories as you read. This can help you differentiate and contextualize concepts and later provide you with a refresher as you study.
As you progress through the materials, take time to test yourself on what you have retained and how well you understand the concepts. The process of reflection is important for creating a memory of the materials you learn; it will increase the probability that you ultimately retain the information.

Pay special attention to Unit 1, as it will lay the ground work for understanding the more advanced, explanatory material presented in the latter units.

**Course Textbook and Required Readings**

**Human Resource Management** (v. 1.0)
by: Russel W. Darnall & John M. Preston


Other readings/videos are assigned and will be provided to you in PDF or WORD format, or will link you directly to the web site of interest.

**Grading Policies**

**Assignments, Discussions & Quizzes**

**Assignments**
Assignments require short answers. Please upload your assignment to Blackboard before deadline specified in the schedule below and in the START HERE web page for the course.
Please do NOT submit your assignment in the Comments window! Submit by clicking on the Submit Here button, or submit by attaching an MS Word file. If you don’t know how to submit an assignment, then please watch this video: [https://www.youtube.com/watch?v=S4NuYAKZd_E&feature=youtu.be](https://www.youtube.com/watch?v=S4NuYAKZd_E&feature=youtu.be).

**Exams**
Since this is my first time teaching this course, I will only have exams assigned for each of 8 modules. Each exam consists of 20 true/false questions. You are allowed 4 attempts; Blackboard with choose the attempt with the highest score. Keep in mind that Blackboard chooses questions to ask you from a larger pool of questions, so you will likely be asked some different questions during each exam attempt for the same module exam. I will likely require you to answer a total of 20 exam questions on each exam. **Exams are individual effort: if you discuss exam questions with others registered in the class, this is cheating. Cheating cheapens the value of your degree, and the value of the degrees of others registered for the course. Every session/semester, students at ASU receive ‘F’ grades for cheating. Don’t be that person who cheats!!**
Grading distribution
Module 1-8 Exams (8 @ 12.5 pts. per module, 20 questions each) 100 pts 100%

Letter Grades will be awarded based on a standard according to the number of points earned:

- A: 90-100 points
- B: 80-89.9 points
- C: 70-79.9 points
- D: 60-69.9 points
- F: below 60.0 points

Response Time
48 hours

Missed/Late Work
None accepted

Participation/Absenteeism
Online participation in discussions

Final Exam
Exams not cumulative

Course Policies

Classroom Etiquette
(adapted from http://madisoncollege.edu/online-etiquette-guide)
A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this the body language voice tone and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into consideration both when contributing messages to a discussion and when reading them. Keep in mind the following points:

- **Respect others and their opinions.** In online learning students from various backgrounds come together to learn. It is important to respect their feelings and opinions though they may differ from your own.
- **Tone Down Your Language.** Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting it, in order to remove any strong language.
- **Pick the right tone.** Since we depend on the written word in online learning, it is especially important to choose the right words to get your meaning across. For example, sarcasm is harder to detect when you read the words rather than hearing them.
- **Keep a Straight Face.** In general, avoid humor and sarcasm. These frequently depend either on facial or tone of voice cues absent in text communication or on familiarity with the reader.
- **Consider others’ privacy.** Ask for permission if you want to forward someone’s email messages to third parties. Keep in mind that all private email mail is considered copyrighted by the original author.
Avoid inappropriate material.

Be forgiving. If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.

Think before you hit the send button. Think carefully about the content of your message before contributing it. Once sent to the group there is no taking it back. Grammar and spelling errors reflect on you and your audience might not be able to decode misspelled words or poorly constructed sentences.

Test for Clarity. Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.

Brevity is best. Be as concise as possible when contributing to a discussion. Your points might be missed if hidden in a flood of text.

Stick to the point. Contributions to a discussion should stick to the subject. Don’t waste others’ time by going off on irrelevant tangents.

Frivolous email. Don’t forward jokes, chain letters or unimportant email to other students without their permission. Not only does it fill up their mailboxes but may offend people who do not share the same sense of humor or who are tired of these types of email.

Read First, Write Later. Don’t add your comments to a discussion before reading the comments of other students unless the assignment specifically asks you to. Doing so is tantamount to ignoring your fellow students and is rude. Comments related to the content of previous messages should be posted under them to keep related topics organized, and you should specify the person and the particular point you are following up on.

Netspeak. Although electronic communication is still young, many conventions have already been established. DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but excessive use of them can make your message difficult to read. Some common ones include:

Acronyms & Emoticons: FYI = for your information ; ) = smiley face: happiness, pleasure B/C = because : ( = frowning face: displeasure W/ = with ; ) = wink BTW = by the way : - 0 = shock, surprise F2F = face to face : / = skepticism, unease, apologetic FAQ = frequently asked questions Professionalism is expected in class.

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics
Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other’s opinions and respect others’ points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one’s ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford  
Director of Student Development  
Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX  
Dallas.Swafford@angelo.edu

**Student absence for religious holidays**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit [http://www.angelo.edu/services/registrars_office/course_drop_provisions.php](http://www.angelo.edu/services/registrars_office/course_drop_provisions.php).

**Incomplete as a Course grade**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal
misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

**Grade Appeal Process**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: [http://www.angelo.edu/content/files/14196-op-1003-grade-grievance](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance).

**Course Outline**

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Deliverables</th>
<th>Content Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:59 p.m., July 17</td>
<td>Module #1 (Nature of HR): Exam #1</td>
<td>1, 2 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., July 24</td>
<td>Module #2 (Strategic HR Planning &amp; Staffing): Exam #2</td>
<td>4 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., July 24</td>
<td>Module #3 (Recruitment &amp; Selection): Exam #3</td>
<td>5 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., June 24</td>
<td>Module #4 (Training &amp; Development): Exam #4</td>
<td>8 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., June 31</td>
<td>Module #5 (Perf Management &amp; Measurement): Exam #5</td>
<td>10 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., June 31</td>
<td>Module #6 (Compensation &amp; Benefits): Exam #6</td>
<td>6 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., August 8</td>
<td>Module #7 (Safety, Health &amp; Wellness): Exam #7</td>
<td>13 &amp; other materials</td>
</tr>
<tr>
<td>11:59 p.m., August 8</td>
<td>Module #8(Labor Relations &amp; Internal Empl Relations): Exam #8</td>
<td>12, 9 &amp; other materials</td>
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