

MGMT 3303 HR Management SPR 2021 Syllabus

Course Description/Overview

An overview of human resources management concepts. 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.

Prerequisites

No prerequisite classes are required.

Technology

Access course materials and online assignments and tests using Blackboard and McGraw Hill SmartBook program found under the Reading and Quizzes link on Blackboard. You will need to purchase a SmartBook access code either from the ASU bookstore or directly from McGraw Hill to access the online textbook and quizzes; information on the required code is found below on this syllabus.

Virtual Classroom Philosophy & Discussion Boards

Even though this is an online class, you will need to interact with your course colleagues using the discussion board found on Blackboard. You will find a discussion assignment for each assigned chapter on Blackboard.

Choose one of the questions for each chapter and answer it. Then review one other student's discussion answers for that chapter and comment on their response- suggesting why you agree or disagree with their reply. You must be polite and constructive in your comments on other's work.

When you answer your own question and when you offer comments on another student's response, you need to support your position for full credit.

For full credit, a minimum of 250 words (one page, double spaced) is also required for each chapter discussion assignment, including both your response and your comments on one other student's answer. Do not exceed 500 words per chapter discussion assignment.

Please keep up with your discussion board assignments since they are worth nearly 20% of your final grade. Late work is not generally accepted for these assignments. I will be reading and monitoring comments.

Class Meeting Times

This an online class only; there are no face-to-face meetings scheduled. You are free to study with classmates as your see fit or schedule an appointment with the instructor if you need some face-to-face assistance. You may not collaborate on taking tests; you are expected to take your tests by yourself.

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. If you have trouble accessing Blackboard or SmartBook, please try the helpdesk by phone or on campus (located in the library and in the Math / Science computer lab.) If you get stuck while taking an online test, call or email the TSC and they will either help you with access or open a trouble ticket and the instructor can re-open or re-start the test for you.

SmartBook (Connect) resources and help are available from McGraw Hill online [here](#).

Faculty/Instructor Information

Larry Hettick, MBA
Instructor, Marketing and Management

Office: Rassman 243
Phone: (559) 942-0062 (mobile)
E-mail: lhettick@angelo.edu

Office Hours:

By appointment.

Course Objectives

Learning Objectives:

Upon completion of this course, students will be able to...

1. Identify HR strategies and planning tools.
2. Explain equal treatment, employee rights and responsibilities, and equal opportunity employment.
3. Describe workforce management and job analysis techniques
4. Identify traditional and contemporary leadership approaches
5. Understand the importance of and tools for recruiting and retaining high quality talent, including compensation, rewards, and employee benefits.
6. Describe employee assessment and development strategies and tactics.
7. Discuss the roles of union and management's labor relations responsibilities.

Course Textbook and Required Readings

You will need an access code for this class to complete your reading (e-book) and to complete your quiz assignments. You may purchase the code from the ASU bookstore, or you may use the link provided on Blackboard to buy directly from the publisher. To access your reading and quizzes, open the "reading and Quizzes" link, then click on the SmartBook chapter 1, then follow the instructions provided to establish your username and password and to buy or enter your pre-purchased access code. You are not required to buy from the bookstore, and I encourage you to compare prices from the publisher directly and from the bookstore.

The loose leaf edition is optional, but you may find it easier to study for and take the exams when using the paper edition

Noe, Human Resource Management, 12e,
Loose-leaf version with Connect Access Card
ISBN#: 9781264340552

Additional course materials, including instructions for discussion boards and tests may be found on the University's Blackboard system at <http://blackboard.angelo.edu>.

Grading Policies

Grades are based on your total points.

A= 1000- 900 points
B = 899 - 800 points
C = 799 - 700 points
D = 699 – 600 points
F = 599 - 0 points

The table below shows how points are allocated based on attendance and assignments.

| Points Possible | Totals |
|--|--------|
| SmartBook Reading and Quizzes (16- each worth 20 points) | 320 |
| Discussion Boards (15- each worth 12 points) | 180 |
| Tests (5 – each worth 100 points) | 500 |
| Total | 1000 |

Response Time

Discussion boards will normally be graded within seven days. Response to emails will normally be within 24 hours Monday through Friday. I am here because I want you to learn, so please consider me a resource. You may talk to me during office hours, or e-mail me with a call back number at any time between 8 AM and 10 PM and if I am available, I will call you back as soon as possible.

Missed/Late Work

Homework assignments are to be submitted on Blackboard by the time and date due. Late homework assignments are not accepted. Blackboard is set so that you cannot submit late assignments, so please note the due date and times due for each assignment included at the end of this syllabus. Early homework assignments are accepted.

If you are unable to take an exam for a valid reason, recognized by the university, such as illness or death in the family, a makeup exam will be scheduled. You may be required to produce documentary evidence to substantiate your claim. Any other excuse must be approved by telephone in advance.

Writing Guidelines

Good writing skills are essential to good analysis. Before submitting a discussion board post, it should be free of typos and grammatical errors. Poor grammar and spelling mistakes will reduce your score for discussion boards.

Exams

You will take five online exams, each worth 100 points. These will be multiple choice and true / false answers based on concepts from reading and from material covered in your reading. Your exams are open book, open note- but you must take them on your own.

These tests will not be easy, and you will have 60 minutes to answer 50 questions, so please prepare for your exam before you sit down to take it.

I strongly recommend you take the exam in a location with a solid Internet connection such as the ASU library or a campus-based computer lab. If your Internet session is interrupted while taking the exam, you will need to contact the ASU technology services center and get a trouble ticket assigned so I can re-open or re-start your exam.

Course and University Policies

Academic Honesty and Other Important Issues

Academic 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](#) and the [ASU Student Handbook](#).

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- a. 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.
- b. 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 not violate this trust. Violation of academic integrity will result in a failing grade for the course.

College of Business 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 their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

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 Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends 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 [the registrar's office here](#).

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. 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 Procedure (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, equitable evaluation procedures, or appropriate grading, 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 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>.

Course Outline

The instructor reserves the right to change this schedule.

| Due Date | Assignment | Points |
|----------|--|--------|
| 13 JUL | Chapter 1 SmartBook Reading and Connect Quiz. Note: no discussion board is assigned for chapter 1. | 20 |
| 14 JUL | Chapter 2 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 14 JUL | Chapter 2 Discussion Board (on Blackboard) | 12 |
| 15 JUL | Chapter 3 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 15 JUL | Chapter 3 Discussion Board (on Blackboard) | 12 |
| 16 JUL | Chapter 4 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 16 JUL | Chapter 4 Discussion Board (on Blackboard) | 12 |
| 19 JUL | Test 1, Chapters 1-4 (on Blackboard) | 100 |
| 20 JUL | Chapter 5 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 20 JUL | Chapter 5 Discussion Board (on Blackboard) | 12 |
| 21 JUL | Chapter 6 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 21 JUL | Chapter 6 Discussion Board (on Blackboard) | 12 |
| 22 JUL | Chapter 7 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 22 JUL | Chapter 7 Discussion Board (on Blackboard) | 12 |
| 23 JUL | Test 2, Chapters 5-7 (on Blackboard) | 100 |
| 26 JUL | Chapter 8 SmartBook Reading & Connect Quiz (both on Connect) | 20 |

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| 26 JUL | Chapter 8 Discussion Board (on Blackboard) | 12 |
| 27 JUL | Chapter 9 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 27 JUL | Chapter 9 Discussion Board (on Blackboard) | 12 |
| 28 JUL | Chapter 10 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 28 JUL | Chapter 10 Discussion Board (on Blackboard) | 12 |
| 29 JUL | Test 3, Chapters 8-10 (on Blackboard) | 100 |
| 30 JUL | Chapter 11 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 30 JUL | Chapter 11 Discussion Board (on Blackboard) | 12 |
| 2 AUG | Chapter 12 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 2 AUG | Chapter 12 Discussion Board (on Blackboard) | 12 |
| 3 AUG | Chapter 13 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 3 AUG | Chapter 13 Discussion Board (on Blackboard) | 12 |
| 4 AUG | Test 4, Chapters 11-13 (on Blackboard) | 100 |
| 5 AUG | Chapter 14 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 5 AUG | Chapter 14 Discussion Board (on Blackboard) | 12 |
| 6 AUG | Chapter 15 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 6 AUG | Chapter 15 Discussion Board (on Blackboard) | 12 |
| 9 AUG | Chapter 16 SmartBook Reading & Connect Quiz (both on Connect) | 20 |
| 9 AUG | Chapter 16 Discussion Board (on Blackboard) | 12 |
| 10 AUG | Test 5, Chapters 14-16 (on Blackboard) | 100 |
| | Total Points Possible | 1000 |