

Peru State College  
BUS-380-Human Resources Management  
Syllabus-Fall 2011 Term I

Instructor: Dr. Mary Goebel-Lundholm, MBA, PhD

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The easiest way to reach me is via email; I check often most days.

### **Course Summary and Strategies for Success**

Students will build upon the behavioral theories presented in BUS 373, Organizational Behavior, and learn how to plan and implement strategies to efficiently manage the firm's most critical resources--employees. Recruiting, selecting, evaluating, developing, and compensating employees will be emphasized, while legal issues and managing in a union environment will also be covered.

Prerequisites: BUS 373 Organizational Behavior

Upon successful completion of this course a student will be able to:

1. Explain how the human resources function can be a value-added element of an organization
2. Describe the legal complexity of managing a diverse workforce
3. Develop appropriate recruiting, selection, evaluations and compensation strategies for a variety of situations
4. Explain workforce development planning strategies and techniques
5. Describe basic collective bargaining and labor relations practices
6. Communicate the student's conclusions and reasoning behind them in an effective, comprehensible and persuasive way
7. Apply principles learned in the course to analyze and resolve hypothetical cases
8. Demonstrate effective written communication skills and evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner

### **Evaluation Methods**

There will be 5 methods of evaluation. You have the opportunity to earn a total of 550 points. The final grade will be determined by the number of points you earn.

Weekly quizzes 14 @ 20	280
Discussion Board 4 @ 15	60
Short papers 2 @ 30	60
Major Paper 1 @ 100	100

Final Exam	<u>50</u>
Total	550

#### Points Percentage Grade

90-100%	A
85-89%	B+
80-84%	B
75-79%	C+
70-74%	C
65-69%	D+
60-64%	D
Below 60%	F

#### **Text Book Information**

The text book for this course is:

Human Resource Management: Gaining A Competitive Advantage, 7<sup>th</sup> edition

Noe, Hollenbeck, Gerhart, Wright

McGraw Hill Irwin

ISBN 978-0-07-353047-5

Do not purchase the international edition; it does not contain the same information; pagination and assignments are different; its use is not acceptable

#### **Academic Honesty**

Unless directed otherwise, students are expected to do their own work on assignments and examinations. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may also result in loss of credit for the assignment. I maintain assignments turned in by students in previous semesters for comparison purposes. Please do your own work! If you do not, you are cheating yourself and wasting your tuition money.

#### **Weekly Assignments**

Because this is an eight-week accelerated course, we will move very quickly through a lot of material. Each week you will be assigned the following tasks:

Read:

Two or three assigned chapters from the text book; In addition to the reading, you might be assigned a pod cast, video, or web sites to review.

Main Discussion Board:

Discuss the answers to one or more questions and post your discussion on the Main discussion Board (worth up to 10 points); Post a reply to a classmate on the Main Discussion Board (worth up to 5 points each week). Posts are due midnight Wednesday of each week; discussion through midnight Saturday.

Two short papers worth 30 points each. Both paper assignments require considerable work.

The first paper requires you to shadow an individual or observe work process to complete a time-motion study. This will require making arrangements with someone to observe their work process for 30 minutes. It is your responsibility to make these arrangements. The first short paper is due by midnight Saturday September 10. Follow assignment instructions found under the assignment and posting directions found under the assignment.

The short second paper requires designing a training protocol to train a person to use an “ap” on a cell phone. You may want to give early consideration to which “ap” you will work with. The training paper is due by midnight Saturday October 8. The training protocol will need to be delivered via a visual media; you might want to consider a Youtube video or the use of PowerPoint. You may use any visual media compatible with blackboard as you will post for classmates to review. Follow posting instructions found under the assignment.

The major paper worth 100 points is an interview with a human resource director. Again, you will want to set an appointment early to be able to complete the paper on a timely basis. The interview is due by midnight Saturday September 24. Follow posting guidelines found under the assignment.

Guidelines and grading criteria for the papers can be found under the course documents.

### Quizzes

Quizzes will cover material from reading assignments and assigned video or websites. There will be two quizzes each week, each over assigned readings and videos. Each quiz will consist of 10 questions, 2 points each; you will have 20 minutes to take each quiz. Quizzes must be completed by midnight (11:59) Saturday of each week. You may use your books and other notes.

### Final Exam

The final exam will be 50 questions worth 1 point each. You will have 65 minutes to complete the exam; you may use notes and books. The final exam must be completed no later than midnight (11:59) Friday of week 8. The final exam is not proctored, nor do you need a passing grade to complete the course successfully.

### Course Decorum

In order to foster a climate conducive to learning, please join me in treating your classmates with respect. A part of your grade will be based on your demonstrated ability to evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner.

### Check Your Acornmail Often!

All of my private correspondence with you will be via PSC Acornmail. You must have an account created for you and check it often. I will send you notes about your course performance and comments about your work via Acornmail.

### **Announcements and Student Questions**

I have created a special discussion board forum for announcements and student questions. It is the first one on the discussion board page and it is titled: "Announcements and Student Questions." My preference is that you post your questions to this forum, so that all students see your questions and the answers I have provided. However, if you prefer to email me your question privately, you may do so and I will respond to you by private email.

I would recommend that you review your assignments for the coming week early and ask any questions you might have.

I post all course changes and important information to the announcements; you should check announcements every time you open the course

### **How to Submit Course Work**

All weekly assignments are located in the "Weekly Assignments" tab of the course site. All discussion board answers and replies should be posted to the Main Discussion Board. Your weekly homework should be submitted via the submission instructions located on the page of the assignment. You must observe all due dates in order to be successful in this course. Please keep a copy of all of your course work, just in case there is a technical problem that requires you to re-submit an assignment or posting. Also, please print out this syllabus so that you have contact information for me in case you lose access to Blackboard or have computer problems.

### **Student Assistance and Reasonable Accommodations**

Students with special needs are encouraged to make them known to the instructor and /or the Center for Achievement and Transition Services (CATS) at the beginning of the course. In accordance with law and the policies of the college, reasonable accommodations will be provided for students with documented disabilities.

### **Assignments Submitted After the Due Dates**

The due date associated with each assignment and examination is definitive and will not be waived or excused except in extraordinary circumstances. Assignments will be accepted up to three days late with a one-half credit penalty (the most you may earn on the assignment is one-half of the otherwise available points). Assignments more than three days late will not be accepted unless there are extraordinary circumstances. It is therefore critical that you keep up with your reading and course work. If you anticipate being unavailable for some portion of the semester, you may complete your work ahead. You may also request that an assignment be made available to you earlier than the scheduled date.

### **Modification of Course Syllabus and Course Schedule**

The instructor reserves the right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective.

### **College's Incomplete Coursework Policy**

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

### College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic

service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend for two semesters students found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

### **Title IX Compliance Notice**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, and (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).