



MGMT 3324 Virtual Campus: Human Resource Management

Mr. Randy Jackson Summer 2008
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Course Description: This 11 week course is designed to teach the impact of external and internal environments have upon the activities of personnel/human resource managers. Functions including job requirements, planning, recruiting, selection, training, development, evaluation, labor relations, discipline, compensation, and health and safety will be explored. Credit will not be awarded for both MGMT 3324 and HLAD 3324.

Prerequisites: MGMT 3304 or consent of division

Textbooks and other resources

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Managing Human Resources	Bohlander, Snell	14th	2006	Thomson	0-324-31463-9	Spring 09

OUTCOME COMPETENCIES:

Upon completion of this course the student should be able to:

- Describe and classify the global marketplace for Human Resource Management.
- Interpret technology aspects of Human resource Management.
- Determine changes in demographic and workplace needs.
- Explain the importance of development of human capital (training) and examine models of training.
- Assess the Human Resource environment using market indicators in Human Resource Management.
- Develop strategies of cost containment through Human Resource Management.
- Interpret legal requirements for Human Resource Management.
- Develop Human resource policy for a firm.
- Prepare for the Professional Human Resource Certification Examination.

Disability Statement:

It is University policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.

Attendance requirements:

Students enrolled in the University's Virtual Campus should make every effort to participate fully in the class. In order to make up incomplete work, the student must explain the reason for the deficiency to the instructor, who will then determine whether the omitted work may be made up. When a student shows a lack of participation considered by the instructor to be excessive, the instructor will so advise the student. Any student who misses 25 percent or more of the class assignments will receive a grade of F in the course. Additional participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

System Requirements:

Online courses require that the student have:

IBM Computers and IBM Compatibles with Windows Operating System:

Pentium Processor or better (Pentium 100 or better recommended), 32 MB RAM (32 MB or more recommended), Hard disk drive with minimum of 50 MB free (70 MB or higher free space recommended), 56k or higher recommended, 256 color monitor, Windows operating system

Compatible Word processing programs:

1. Microsoft Word (either singly or as part of Microsoft Office) or
2. Word Perfect: Must save work as Rich text Format or
3. Open Office: download free at www.openoffice.org
4. **(NOTE: Microsoft Works is not supported)**

Internet Browsers:

1. Internet Explorer 6 or higher
2. Netscape
3. Firefox
4. **(Note: AOL browser not supported)**

Academic Honesty

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of someone else's work as one's own work. See current Wayland Baptist University Catalog, pp. 76-77, for penalties that may be applied to individual cases of academic dishonesty.)

Assignments (See Assignments Folder):

1. Read the assigned chapter(s).
2. Read each chapter's Weekly Discussion Board Topic (will be discussed in the Discussion Boards)
3. Complete weekly assignment.
4. Complete weekly quizzes.
5. Finalize any other homework as assigned.

NOTE: Each week assignments are posted in the corresponding week's assignment folder. You must check the Assignments Folder to see what is assigned for that week. Weekly assignments will consist of a weekly assignment covering material from that week's reading, a Discussion Board Topic and a Weekly quiz. This term we are going to try something new with assignment submissions. The weekly assignments will be completed in a blog format with the exception of Week's 2 and 10. During these two weeks, a safe assignment link will both posted in the assignment folder for you to use to submit your paper, otherwise you will use a new entry in the blog link in the assignment folder to answer the assignment for that week. The reason we are trying this new method is student have had issues using the digital dropbox in the past, so we are trying out this new method to see how it works. **Weekly Assignments must be completed and submitted on the Due Date of that week by Midnight CST. Week 11 assignment (Mid-Term) will be submitted no later than the 9th of August by 11:55PM CST. All late assignments will receive the grade of 0.**

ASSIGNMENT FOLDER:

An assignment folder has been set up for each week of the course. These folders contain your lecture notes, reading assignments, weekly assignments, weekly quiz and a link to the weekly Discussion Board question. All work must be submitted by the deadline posted. I will leave the assignment folders open for 1 day past the posted due date. Once these folders are closed, they will not be re-opened for you, so please see the end of syllabus for due dates.

Exams:

Examinations will consist of 1 Midterm Exam and one Final (each worth 100 points). The exams can be taken through Black board and are not Proctored. Each exam consists of multiple choice, true/false and short answer/essay questions.

Weekly Quizzes:

There will not be a Research Paper assigned for the class. In place of a Research Paper, you will be given weekly quizzes for each week except for week 6 and week 11. Weekly quizzes will consist of 5-10 questions and are worth a total of 10 points each. These quizzes will be timed so you must complete them at the time to begin working on them. These will be located in the weekly assignment folders.

Schedule

Week	Chapter Assignment	Dates
1	Reading: Chapters 1 and 2 Blog: Week 1 Exercise Disc. bd.: Topic relating to Chapters 1 and 2 reading Weekly Quiz	May 27 th -June 2 nd
2	Reading--Chapter 3 Safe Assignment: Week 2 Exercise Disc. bd-- Topic relating to Chapter 3 reading Weekly Quiz	June 2 nd -9 th
3	Reading: Chapter 4 Disc. bd.-- Topic relating to Chapter 4 reading Blog: Week 3 Exercise Weekly Quiz	June 9 th -16 th
4	Reading: Chapters 5 and 6 Disc. bd. -- Topic relating to Chapters 5 and 6 reading Blog: Week 4 Exercise Weekly Quiz	June 16 th -23 rd
5	Reading: Chapters 7 and 8 Disc. bd. - Topic relating to Chapters 7 and 8 reading Blog: Week 5 Exercise Weekly Quiz	June 23 rd -30 th
6	Reading: Chapter 9 Disc. bd.-- Topic relating to Chapter 9 reading MIDTERM EXAM	June 30 th -July 7 th
7	Reading: Chapters 10 and 11 Disc. bd.-- Topic relating to Chapters 10 and 11 Blog: Week 7 Exercise Weekly Quiz	July 7 th -14 th

8	Reading: Chapter 12 Disc. bd.-- Topic relating to Chapter 12 reading Dig. drop box: Week 8 Exercise	July 14 th -21 st
9	Reading: Chapter 13 Disc. bd.-- Topic relating to Chapter 13 reading Blog: Week 9 Exercise Weekly Quiz	July 21 st -28 th
10	Reading: Chapter 14 Disc. bd.-- Topic relating to Chapter 14 reading Safe Assignment: Week 10 Exercise Weekly Quiz	July 28 th -Aug. 4 th
11	FINAL EXAM: Chapters 10 through 14	Aug. 4 th -9 th

Important Dates for Course:

Midterm Exam: Week 6

Final Exam: Week 11

Grading: The University grading scale prevails for this course and is as follows:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 – 69
F = 59 and Below

Grading Scheme

Course Points	grade
504-560	A
448-503	B
392-447	C
336-391	D
Below 336	F

Due Dates: (Must be submitted by Midnight CST on dates listed below)

Week 1 Assignments: June 2nd
Week 2 Assignments: June 9th
Week 3 Assignments: June 16th
Week 4 Assignments: June 23rd
Week 5 Assignments: June 30th
Week 6 Assignments: July 7th
Week 7 Assignments: July 14th
Week 8 Assignments: July 21st
Week 9 Assignments: July 28th
Week 10 Assignments: August 4th
Week 11 Assignments: August 8th

Communication:

I encourage each of you to contact me as soon as possible if you have questions. The preferred method of communication is of course email. I check my email daily, so I will get back to you as soon as possible. You can attempt to contact me by phone but it is easier and cheaper to communicate through email. I encourage each of you to interact with one another as well. I have set up a discussion forum titled “Basic Stuff” that is for you to discuss anything you wish with each other, send jokes (clean ones please) or talk about how mean your instructors are (your other instructors, not me). Remember that since you do not have the opportunity to communicate face to face with me or other students, it is important to utilize the communication tools within Blackboard and through email.

After reading through the syllabus, please email me with your current email address for verification. jacksonr@wbu.edu

*****Student Email: The University has set up a Wayland.wbu.edu email account for each of you. If you have not done so already, activate this email account ASAP. This is the email address I will use to communicate with you. If I need to notify you of information during a time when Blackboard is down, this is how I will contact you. You may go to <http://email.wbu.edu> to set up the account. This will take you to the Windows live page (hotmail) which is who will host this email account for us. Your email will be your first and last name separated by a dot followed by Wayland.wbu.edu**

i.e. james.brown@wayland.wbu.edu

Password: to set up your email account an activation password has been set-up for you. This password is the first 4 letters of your first name (all lower case) the first 4 letters of your last name (all caps) and the last 4 digits of your social security number.

Example: jameBROW1234