



Virtual Campus – Winter 2008
Nov. 10, 2008 – Feb. 14, 2009

Mission: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

COURSE SYLLABUS: MGMT3324VC02 Human Resources Management

Instructor:	John R. McClusky
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FAX:	None
Office Hours:	7:00 AM – 5:00 PM M-F
Class Hours:	Online
Class Location:	Virtual Campus

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.

PREREQUISITE(s): MGMT 3304 or consent of division.

TEXTBOOK:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
<u>Managing Human Resources</u>	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:

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 Statement:

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. 80, for penalties that may be applied to individual cases of academic dishonesty.)

COURSE REQUIREMENTS AND EVALUATION:

Exams:

- Mid-Term: Multiple Choice – Chapters 1-8 (30 % of Final Grade) (taken in Blackboard; no Proctor required)
- Final: Multiple Choice – Chapter 9-16 (30 % of Final Grade) (no proctor)

Assignments (See Assignments Folder in Blackboard):

An assignment folder has been set up for each week of the course. These folders contain your lecture notes, reading assignments, weekly assignments, and a link to the weekly Discussion Board question. All work must be submitted by the deadline posted.

1. Read the assigned chapter(s) and lectures.
2. Read each chapter's Weekly Discussion Board Topic. Discussion Board: discuss topic selected (from Textbook Case Study Reviews or Discussions, Highlights in HRM, or other selected topic. **Discussion Board input must take place the week assigned and submitted through the Discussion Board; if sent via email or Digital Dropbox no points will be given.**
3. Complete weekly written assignment. Submit to the **Digital Dropbox**. **Place your name, assignment, and date on the top page of all homework. When asked to explain, discuss, or answer Why, responses not fully explained or discussed will receive a deduction in points. Generally, one or two sentence responses are NOT sufficient for discussing or explaining an issue.**
4. 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 and a Discussion Board Topic. Weekly Assignments must be completed and submitted through the Digital Dropbox on the Due Date of that week (NLT each Sunday) by Midnight CST. Week 11's Final Exam must be completed no later than Feb 11, 2009 by 11:55PM CST. All late assignments may result in a loss of points.

Using the Digital Dropbox: For new students, when using the Digital Dropbox, please make sure you **SEND** assignments. I will not be able to view assignments that have been **ADDED** but not **SENT**.

Homework:

- 1) Weekly Reading Assignments
- 2) Written: may include selected Chapter Discussion Questions, Case Study Review Questions, Case Study Discussions, or Highlights in HRM. **All written assignments should be submitted through the Digital Dropbox.**
- 3) **Weekly Discussion Board input: Only Accepted Through The Discussion Board during the week assigned.**

Grading:	90 – 100 = A	800-720	points
	80 – 89 = B	719-640	points
	70 – 79 = C	639-560	points
	60 – 69 = D	559-480	points
	0 – 59 = F	479-below	points

Grading Scheme:

- Participation & Online Discussions (10%)

- Homework (30%)
- Mid-Term Exam (30%)
- Final Exam (30%)

For new students, when using the Digital Dropbox, please make sure to **SEND** assignments. I will not be able to view assignments that have been **ADDED** but not **SENT**.

1. Read the assigned chapter(s).
2. Complete assigned end of chapter questions; submit to the Digital Dropbox. **Place your name, assignment, and date on the top page of all homework. Responses not fully explained or discussed will receive a deduction in points. Generally, one or two sentence responses are NOT sufficient for discussing or explaining an issue; if asked to explain, discuss, or answer why, do so.**
3. Participate in the weekly assigned Discussion Board activity.
4. Finalize any other homework as assigned.

Schedule:

Week	Chapter Assignment	Dates
1	Reading: Chapter 1	Nov 10-15, 08
2	Reading: Chapters 2 and 3	Nov 17-22, 08
	HAPPY THANKSGIVING	NOV 27-28
3	Reading: Chapter 4	Dec 1-6, 08
4	Reading: Chapters 5 and 6	Dec 8-13, 08
5	Reading: Chapters 7 and 8	Dec 15-20, 08
	CHRISTMAS AND NEW YEAR'S DAY HOLIDAYS	Dec 22, 08 – Jan 4, 09
6	Reading: Chapter 9 MIDTERM EXAM: Chapters 1 through 8 in BLACKBOARD	Jan 5-10, 09
7	Reading: Chapters 10 and 11	Jan 12-17, 09
8	Reading: Chapter 12 and 13	Jan 19-24, 09
9	Reading: Chapter 14 and 15	Jan 26-31, 09
10	Reading: Chapter 16	Feb 2-7, 09
11	FINAL EXAM: Chapters 9 through 16 in BlackBoard	Feb 9-14, 09