



**Virtual Campus - Winter 2008**  
(Nov 10<sup>th</sup>, 2008 – Feb 14<sup>th</sup>, 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:** MGMT 3324-VC04 HUMAN RESOURCE MANAGEMENT

**Instructor:** Mr. Bruce Schamburek, Phoenix, AZ

**Office Phone and Email:** 602-279-1011 [bruce.schamburek@wayland.wbu.edu](mailto:bruce.schamburek@wayland.wbu.edu)

**Office Hours, Building, and Location:** Contact Instructor

**Class Meeting Time and Location:** WBU Blackboard, Virtual Campus

**Catalog Description:** Impact of external and internal environment upon the activities of personnel/human resource managers; functions including job requirements, planning, recruiting, selection, training, development, evaluation, labor relations, discipline, compensation, safety, and health. Credit will not be awarded for both MGMT 3324 and HLAD 3324.

**Prerequisites:** MGMT 3304 or consent of Instructor

**Required Textbook and Resources:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Managing Human Resources	Bohlander, Snell	14th	2007	Cengage Learning	0-324-31463-9	Spring 09

**Optional Materials:** None

**Course 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.

**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 may 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.

**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.”

**Course Requirements and Grading Criteria:**

Midterm and Final Exams	80 points per exam	160 points possible
Case Studies	2 points per question	60 points possible
Chapter Exercises	2 points per question	60 points possible
Online Participation	1 point per question	40 points possible

Final Grade: Total possible points = 320. The standard grades of A = 90%, B = 80%, C = 70%, and D = 60% will be used in assigning a final course grade.

- 288 - 320 = A
- 256 - 287 = B
- 224 - 255 = C
- 192 - 223 = D
- Below 192 = F

**Tentative Schedule:** (Calendar, Topics, Assignments)

<u>DATE</u>	<u>CHAPTER</u>
Week 1 (11/10 – 11/15)	Course Introduction
Week 2 (11/16 – 11/22)	Chapters 1 & 2
Week 3 (11/23 – 12/6) *	Chapters 3 & 4
Week 4 (12/7 – 12/13)	Chapters 5 & 6
Week 5 (12/14 – 12/20)	Chapters 7 & 8
Week 6 (12/21 – 1/10) **	<b>Midterm Exam (Chapters 1 – 8)</b>
Week 7 (1/11 – 1/17)	Chapters 9 & 10
Week 8 (1/18 – 1/24)	Chapters 11 & 12
Week 9 (1/25 – 1/31)	Chapters 13 & 14
Week 10 (2/1 – 2/7)	Chapters 15 & 16
Week 11 (2/8 – 2/14)	<b>Final Exam (Chapters 9 - 16)</b>

\*NOTE: Nov 27 & 28: Thanksgiving Holiday – No Class

\*\*Note: Dec 22 – Jan 4: Christmas and New Year’s Holiday – No Class

Additional information:

**A. METHOD OF INSTRUCTION:**

There will be lecture notes, discussions postings, case studies, and written reports. Other forms of multimedia may be used to enhance the learning experience.

**B. EVALUATION CRITERIA:**

Students will demonstrate competency partially through two exams scheduled during the term, case studies, chapter exercises, and class online participation.

1. EXAMS: The Midterm and Final Exams will be worth 160 total points. Exams are worth 80 points each and will be comprised of 80 multiple choice and true/false questions. The final exam will not be comprehensive. Both exams will be available online and do not require a test proctor.

2. CASE STUDIES: Case studies will be worth 60 total points. Case study questions will be assigned weekly in the Assignments course area. On average, approximately one or two paragraphs should be sufficient to respond to each question. There are two points possible for each question which is graded based upon quality and content. Send responses to the Instructor using the Digital Drop Box. Late assignments will not be given credit.

3. CHAPTER EXERCISE QUESTIONS: Chapter exercise questions assigned weekly will be worth 60 total points. These will also be found in the Assignments area. On average, approximately one or two paragraphs should be sufficient to respond to each question. There are two points possible for each question. Quality and content of response is a consideration in assigning points. Send responses to the Instructor using the Digital Drop Box. Late assignments will not be given credit.

4. ONLINE PARTICIPATION: Online participation will be worth 40 points. Weekly discussion board questions will be assigned requiring student responses. On average, one paragraph should be sufficient to respond to each question. One or two word responses, such as "ok" or "I agree" won't get you any credit. Of the weekly assigned questions, you must present an original response to at least half of them. The remaining question responses may be made to another student's comments. Please be considerate of others in your comments and use proper etiquette. Also, please check spelling and grammar usage. You should have at least one response for each discussion board question as there is one point possible for each question. You may make more than one post for each question should you wish to make additional comments to another student's post; however, it will not earn you additional credit. Past students have enjoyed expressing their ideas and responding to comments. Your experiences and responses will make this interaction interesting. Post your responses to the questions that will be found in the Discussion Board area. Late posts will not be given credit.

**C. STATEMENTS**: This class will adhere to zero tolerance for using someone else's work as your own.

It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting.

Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.

## **D. ADDITIONAL INFORMATION**

### 1. The process works as follows:

- **Announcements tab:** I will have my course Welcome letter there to get us started and make announcements as necessary.
- **Assignments tab:** Weekly assigned reading, case study and chapter questions will be located here.
- **Lecture tab:** Weekly lecture notes will be located here.
- **Discussion Board:** Weekly discussion questions will be available here.
- **Digital Drop Box:** Submit responses to weekly assignments using the Digital Drop Box which is found under the Tools tab.
- Instructor information will be posted under the Instructor tab. Grades will be posted weekly at the My Grades link found under the Tools tab.

2. Course Textbooks: Recommend that you order your textbook immediately upon course registration. The required course text is necessary to complete the assignments.

3. Attendance: Late assignments or make-up exams will not be allowed unless previously discussed and approved by the Instructor. **Assignments submitted after Saturday evening, 11:59 p.m., at the end of the week it is due are late and will result in loss of points.** We will go by Central Standard Time (CST) for the purpose of this course. No early submissions without prior approval of Instructor. When submitting responses to weekly assignments, please label your submission to include your Last Name, First Name, MGMT3324, and Assignment Title. (Example: Schamburek, Bruce, MGMT3324, Week 2 Assignment.) Use only one email submission for your assignments each week. Each student is responsible to save copies of their weekly assignment submissions in the event they are lost during transmission. Assignment results will be returned the following week. An advantage of online courses is flexibility of schedule – please plan accordingly. There should be few excuses for late assignments.

4. Exams: Both the midterm and final exams will be available online through our course website. A link to the exam will be located at the weekly Assignments tab during which it will be given. Further instructions will be provided in the Announcements tab. The exam will only be available for the week that it is scheduled. High speed Internet access for the exams is highly suggested as they will be timed. Test Proctor is not required.

5. Student Information: During the first week of the course, and once you have reviewed this syllabus, please email the following information to me:

Your name, Course Title, Campus Location, E-mail address, phone number(s), and any anticipated problems or concerns during the course.

6. Communication. Please use the MESSAGES link to contact me. This is done by going to the MESSAGES link, clicking on the TO: box, and scrolling to my name. Highlight my name, and using the arrow, send it to the box to the right, and click “submit.” Then, type your message and send it. I will also contact you at the MESSAGES link. To see if you have a message, go to the MESSAGES link, and click on INBOX. This keeps all of our messages located at one site and accessed through our course website. Contact me at my Wayland email if you are having problems with your Virtual Campus website or at my cell number in the event of an emergency. Assignments will still be submitted through the Digital Dropbox as discussed in the syllabus and weekly assignment instructions.

7. System Requirements: Virtual Campus courses require that the student have the appropriate hardware, software and Internet connection. Please ensure that you meet the Technical Requirements for Virtual Campus courses. Certain types of software are not supported by Blackboard. If you are new to online courses, please review the FAQ information available at the Virtual Campus Home Page.

**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](http://www.openoffice.org)

8. Questions? The best way to reach me is by email. I will check the course website at least once every 24 hours (Monday – Saturday). I will do my best to make this an enjoyable learning experience for you. Best wishes for a successful semester!

DISCLAIMER: The Instructor reserves the right to modify this course syllabus as necessary to enhance the learning process.