

Wayland Mission Statement

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

Contact Information

Course: MGMT 5345 – Employee Recruitment and Selection

Campus: Schofield

Term/Session: Fall 2 2024 – October 14, 2024 to December 14, 2024

Instructor: Dr. Kelly Boquer-Wintjen

Office Phone Number/Cell #: 808-277-4734

WBU Email Address: marie.boquer-wintjen@wayland.wbu.edu

Office Hours, Building, and Location: Before and after class or by appointment

Class Meeting Time and Location: Tuesday, 5:30 PM – 8:00 PM, Schofield and Blackboard as determined by syllabus. This is a hybrid course.

Catalog Description:

Workforce planning, personnel forecasting, and the selection of qualified employees; measurement of results of staffing and performance management policies.

Prerequisite:

BUAD 5300

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
Staffing Organizations	Judge	10th	2022	McGraw-Hill	9871-26407-2590

*If this is an UNDERGRAD class the textbook for this course is part of the **Pioneer Academic Access Program**. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at \$26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to **all classes/materials** and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu. If*

you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).

Course Outcome Competencies:

- Discuss the nature of staffing to include application of recruiting and selection models and strategies.
- Discuss support activities of legal compliance, HR planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Discuss the employment activity to include decision making and final selection.

Attendance Requirements

External Campuses

Students enrolled at one of the university's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the Vice President of Academic Affairs.

(WBU Hawaii and American Samoa Addendum) Students who miss the first-class meeting without providing a written explanation to the instructor will be automatically dropped from the roster as a "no-show." Students who know in advance that they will be absent from the first-class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences.

University Policies

Academic Integrity:

[Link to Statement on Academic Integrity](#)

Artificial Intelligence: reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course: Choose A, B or C and delete the others.

A. No use of any generative AI tools permitted.

- i. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
- ii. All assignments must be fully created, designed, and prepared by the student(s).
- iii. Any work that uses generative AI will be treated as plagiarism.

- B. Generative AI tools permitted in specific context and with proper citations.**
 - i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
 - ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
 - iii. Specific parameters for generative AI usage are provided by the instructor.
 - iv. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.
- C. Generative AI tools usage encouraged and may be actively assigned in coursework.**
 - i. Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
 - ii. Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
 - iii. Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of assignments and submitted work. Ultimately, all submitted work must still reflect student’s own work, understanding, and analysis.
 - iv. Specific parameters for generative AI usage provided by the instructor.
 - v. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria

ASSIGNMENT	POINTS	TOTAL POINTS
Participation/Attendance x8	25 points per class	200
Discussion Forums x 8	25 points per discussion forum	200
Articles Review	200 points-Articles Review	200
Research Paper	400 points-Research Paper	400
Total Points		1000

200 points-Articles Review

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last week of an 8-week session to a student who is passing, but has not completed a term paper or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of 8-week session unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Tentative Schedule

Week/ Date	Topics Covered	Reading and Homework
1 10/14	Chapters 1 1. Staffing Models and Strategy	Discussion Board #1 Read Chapters 2 & 3
2 10/21	Chapters 2 & 3 2. Social and Legal Environment 3. Planning	Discussion Board #2 Read Chapters 4 & 5
3 10/28	Chapters 4 & 5 4. Job Analysis: Requirements, Competencies, and Rewards 5. External Recruitment	Discussion Board #3 Read Chapters 6 & 7 Research Topic
4 11/4	Chapters 6 & 7 6. Internal Recruitment 7. Measurement	Discussion Board #4 Read Chapters 8 & 9 Articles Review
5 11/11	Chapters 8 & 9 8. External Selection 9. External Selection II	Discussion Board #5 Read Chapters 10 & 11 Research Intro and References
6 11/18	Chapters 10 & 11 10. Internal Selection 11. Decision Making	Discussion Board #6 Read Chapters 12 & 13

11/25	Thanksgiving Holiday “In every thing give thanks: for this is the will of God in Christ Jesus concerning you.” (1 Thessalonians 5:18, KJV)	No Class
7 12/2	Chapters 12 &13 12. Final Match 13. Staffing System Management	Discussion Board #7 Read Chapter 14 Research Paper
8 12/9	Chapters 14 14. Retention Management	Discussion Board #8 Last Day: 12/14
<p>NOTE: No late work accepted without prior approval <i>This syllabus is subject to change as needed, or as seen fit by the instructor.</i></p>		

>

Additional Information

Communication: Unless you indicate otherwise, and make alternative arrangements, the instructor will use your Wayland issued email to contact you, if needed. Please make sure that you check that email account regularly. You should also check the class Blackboard site for any important announcements, instructions, and so forth, on a regular basis.

All of the information included on this syllabus, and more is posted on this class’s Blackboard page. Please be sure to read through all of it thoroughly and ask any questions of me you need to in order to ensure understanding of the school’s and my policies.

Wayland Baptist University offers Multidisciplinary Tutorial Services available through the following link: <https://www.wbu.edu/academics/writing-center/index.htm>

Wayland Baptist University also offers library resources available through the following link: <http://www.wbu.edu/academics/library/index.htm>. Students are encouraged to use this resource when working on their papers, projects, etc.