

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 5309 – Human Resource Management Practices

Campus: Schofield

Term/Session: Summer 2024 – June 3 – July 27, 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.

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Human Resource Management, Gaining a Competitive Advantage</u>	Noe	13 th	2023	McGraw-Hill	9781-26601-8169

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 Information

Catalog Description:

Comprehensive strategic human resource management; philosophy of human resource management; behavioral science perspectives; ethical and legal environmental influences of employee and labor relations, diversity issues, and globalization challenges; performance management including metrics; information system tools, rewards, training, career management, and organizational change; analysis and design of jobs.

Prerequisite:

BUAD 5300 (For the M.P.A. MGMT 3304 only)

Course Outcome Competencies:

- Evaluate the significance of HRM partnering with management in creating a competitive advantage.
- Evaluate the external environment and the internal work processes of an organization to identify HR issues.
- Assess the role of job analysis to the HRM functions of EE Law, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
- Evaluate an organization's human resource needs using the HRM functions of HR Planning, Staffing, Performance Management, Compensation Management, Risk Management, and Employee Relations.
- Synthesize course information towards the Society for Human Resource Management (SHRM) Professional Human Resource Certification Examination

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](#)

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.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for 24/7 Blackboard Support.

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.

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
Case Study x 1	150 points per Case Study	150
Article Review x 1	150 points per Article Review	150
Research Paper x 1	300 points per Research Paper	300
Total Points		1000

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 two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, 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 the next long 16-week term or 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.

Tentative Schedule

Week / Date	Topics Covered	Reading and Homework
1 6/3	Chapters 1 & 2 1. Human Resource Management: Gaining a Competitive Edge 2. Strategic Human Resource Management	Discussion Board #1 Read Chapters 3 & 4
2 6/10	Chapters 3 & 4 3. The Legal Environment: EEO and Safety 4. The Analysis and Design of Work	Discussion Board #2 Read Chapters 5 & 6 Research Topic
3 6/17	Chapters 5 & 6 5. Human Resource Planning and Recruitment 6. Selection and Placement	Discussion Board #3 Read Chapters 7 & 8 Case Study #1
4 6/24	Chapters 7 & 8 7. Training 8. Performance Management	Discussion Board #4 Read Chapters 9 & 10
5 7/1	Chapters 9 & 10 9. Employee Development 10. Employee Separation and Retention	Discussion Board #5 Read Chapters 11 & 12 Research Intro and References Article Review #1
6 7/8	Chapters 11 & 12 11. Pay Structure Decisions 12. Recognizing Employee Contributions with Pay	Discussion Board #6 Read Chapters 13 & 14
7 7/15	Chapters 13 & 14 13. Employee Benefits 14. Collective Bargaining and Labor Relations	Discussion Board #7 Read Chapters 15 & 16 Research Paper

8 7/22	Chapters 15 &16 15. Managing Human Resources Globally 16. Strategically Managing the HRM Function	Discussion Board #8
<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.