Instructor: Diane Gierke, Associate Professor/CTE Division Director
Office Location: WTTC, San Angelo, B123
Office Phone: 325-481-8300 ext. 3253
Office Hours: By arrangement
Email: dgierke@howardcollege.edu. Please use the Course Messages in Blackboard for any course related correspondence. If you are having Blackboard issues, please contact the Blackboard Help Desk at blackboard.hc@gmail.com or 1-432-698-0618. The Help Desk is monitored 8:00 a.m. through 10:00 p.m., CST, 365 days per year.
Prerequisites: None
Class Meeting Dates/Days/Times: Blackboard Online
June 8 – July 9, 2015

I. Course Description: Behavioral and legal approaches to the management of human resources in organizations.

II. Instructional Materials:
   Authors: Noe/Hollenbeck/Gerhart/Wright
   Edition: 5th
   ISBN#: 978007811261
   Software Required: Microsoft Word and PowerPoint.

III. Course Requirements:
   This course will consist of exams, discussions, assignments and quizzes.

IV. Program Outcomes: Communication: the ability to effectively, efficiently, and thoroughly communicate with peers, faculty, and the community to function within the role(s) of the profession; Skills Competencies: the ability to perform functions, demonstrate skills, and comprehend material specific to the profession of study based on a standardized outcome; Critical Thinking: the utilization of creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information; and Professional Growth/Development: the ability to be gainfully employed within the focused study and the advancement of communication, skills competencies, and critical thinking to succeed in the profession as a practitioner in the area of study.

V. Student Learning Outcomes: Upon completion of this course, the student will be able to complete the following lists of competencies with a 70% accuracy rate.
   • Describe and explain the development of human resources management
   • Evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation
   • Discuss management’s ethical, social, and legal responsibilities
   • Assess methods of compensation and benefits planning
   • Analyze the role of strategic human resource planning in support of organizational mission and objectives.

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VI. Attendance Policy/Makeup Work:
A student must be willing to be discipline in order to take an online course. This course is not a weekend course, it runs during the week. If a student chooses to wait until the weekend to do a full week’s work, they risk having problems that could allow them to miss an assignment or exam and risk not having the instructor available to answer questions. A student who fails to log in and participate by the end of the second week of the semester will not be allowed to access this course and should drop OR will receive an “F.”

A student who fails to log in and participate for two consecutive weeks during the semester will not be allowed to access this course and should drop OR will receive an “F.”

This is a student-oriented class, so your regular attendance in the course discussion room is essential.

Dropping the Course: Dropping this course is solely up to the student. Information to add/drop/refund dates can be found on the Howard College webpage.

The last day to drop a Summer I course is: July 2, 2015

Makeup Work: All assignments are posted on the calendar and in the Blackboard tabs as well as in the announcements in Blackboard. Late work will not be accepted after the due dates – no exceptions. If a student’s computer or internet access fails, it is the student’s responsibility to find another computer to complete all work by the due date. The Howard College Student Learning Center provides both computers and internet access for all students.

Instructor Expectations: In order to be successful in this course, you must be willing to complete all assignments ON TIME. Excuses for any reason will not be accepted. Lack of planning for last minute personal emergencies, computer and/or Internet problems, or work-related problems fall solely on the student. So, if you wait until the last minute (on holidays or weekends), you take full responsibility for problems that will cause you to miss the work assigned, and risk not having help from the professor. As the instructor, I wish to emphasize that this course is very dependent on your active participation. You have a wealth of knowledge and experience. I value the experiences you bring to the classroom and I look forward to learning more about you as we progress through the course. Course Messages and phone messages in an online course are very important links between student and instructor. We will use Course Messages in Blackboard for one-to-one communication, and if necessary, we can arrange a time to meet in my office or to talk on the telephone.

VII. Class Assessment/Grading:
- Exams - 60% - Exams must be taken within the due date.
- Discussions – 10% - The purpose of discussion questions is for students to be able to think through and clarify their thoughts and then put them forth in writing for other students to read. When asked to participate in online discussion, students will respond to EACH of the discussion questions posted by the instructor AND respond to at least ONE student response for each posted question. Because discussion replace a classroom sitting situation, discussions will not be reopened for posting after the due date, regardless of the reason. Discussions are graded by a rubric, which is available in the course online.
- Assignments and Quizzes – 30% - Assignments must be submitted properly by the due date. Late work is not accepted. All work must be free of grammar, spelling or typographical errors. You will be graded on both content and mechanics in all of your written work.

VIII. Course Content and Rigor: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.
IX. Confidentiality in Courses: Any personal information shared by students in college-level courses, either written or verbal, face-to-face or online, is not considered confidential nor does it fall under FERPA guidelines. Students should refrain from sharing information they do not wish to make public knowledge. The instructor reserves the right to report pertinent information to the appropriate administration if s/he feels that the student may be a danger to him/herself or others.

X. ADA Statement: Any student who requires special accommodations due to a documented disability under the provisions of the American with Disabilities Act should contact the District Coordinator the first week of class.

XI. Course Calendar:

HRPO 2301 – Human Resource Management
This schedule is tentative and subject to change.
Specific assignments and due dates can be found in Blackboard.

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<thead>
<tr>
<th>Blackboard Tab</th>
<th>Chapter and Subject</th>
<th>Due Date by 11 p.m.</th>
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<tr>
<td>1</td>
<td>Introduction, Getting Started Chapter 1 – Managing Human Resources (Ch1 DQ, HR DQ, Ch 1 Assn)</td>
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<td>2</td>
<td>Chapter 2 – Trends in Human Resource Management (Ch 2 DQ, Ethics 1 DQ, Ch 2 Assn)</td>
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<td>Chapter 3 – Providing Equal Employment Opportunity and a Safe Workplace (Ch3 DQ, Age DQ, Ch 3 Assn)</td>
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<td>Chapter 4 – Analyzing Work and Designing Jobs (Ch4DQ, Ch 4 Assn) Exam I – Chapters 1-4</td>
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<td>Chapter 5 – Planning for and Recruiting Human Resources (Project instructions included in this tab) – (Ch45 DQ, Ch 5 Assn)</td>
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<td>6</td>
<td>Chapter 6 – Selecting Employees and Placing Them in Jobs (Ch 6 DQ, Ch 6 Assn)</td>
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<td>7</td>
<td>Chapter 7 – Training Employees (Ch 7 DQ, Ch 7 Assn) Exam II – Chapters 5-7</td>
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<td>8</td>
<td>Chapter 8 – Managing Employees’ Performance (Ch 8 DQ, Ch 8 Assn) <strong>Project Topic Selection Due (send through Course Messages)</strong></td>
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<td>Chapters 9 – Developing Employees for Future Success (Ch 9 DQ, Ch 9 Assn)</td>
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<td>Chapter 10 – Separating and Retaining Employees (Ch 10 DQ, Ch 10 Assn) Exam III – Chapters 8-10</td>
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<td>Chapter 11 – Establishing a Pay Structure (Ch 11 DQ, Ch 11 Assn)</td>
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<td>Chapter 12 – Recognizing Employee Contributions with Pay (Ch 12 DQ, Ch 12 Assn)</td>
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<td>Chapter 13 – Providing Employee Benefits (Ch 13 DQ, Ch 13 Assn,) Exam IV – Chapters 11-13 <strong>Project Due</strong></td>
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<td>Chapter 14 – Collective Bargaining and Labor Relations (Ch 14 DQ)</td>
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<td>15</td>
<td>Chapter 15 – Managing Human Resources Globally (Ch 15 DQ)</td>
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<td>16</td>
<td>Chapter 16 – Creating and Maintaining High Performance Organizations (Ch 16 DQ)</td>
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<tr>
<td></td>
<td>Final Exam – Chapters 14-16</td>
<td></td>
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XII. **Smoking and eCigarettes:** Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard County Junior College district facilities and vehicles.

XIII. **Additional Information:**

**Academic Integrity:** Students are expected to conduct themselves in a manner that is conducive to an effective learning situation. Honesty in personal and academic matters is a cornerstone of life at Howard College. Students are expected to achieve on their own merits and abilities, to exercise integrity in all their affairs, and to refrain absolutely from lying, cheating, and stealing. Plagiarism is taking credit for ideas and/or concepts that are not your own, even if you are not using the exact words of a source. This includes copying from sources, downloading from a website, or having someone ghost write something for you.

This course is intended for only the student enrolled in the course and all work in this online course should be done only by the student. Access to the course and/or passwords should NOT be given to anyone other than the student enrolled in the course. All work should be completed only by the student enrolled in the course. Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of higher education. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student’s unique abilities. While stress oftentimes will encourage students to make unethical choices, cheating robs students of their opportunity to become competent and attain necessary skills. Assignments should be considered individual unless the instructor states otherwise. Cheating includes: *copying, faxing, emailing, or in any way duplicating assignments or portions of assignments that are turned in as original work; *exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not; *using any form of memory aid during tests or quizzes without the expressed permission of the instructor; giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so. Cheating also includes *taking credit for group work when you have not contributed an equal or appropriate share toward the final result; and accessing a test or quiz for the purpose of determining the questions in advance of actually taking the test or quiz.

Be aware that cheating is often a joint undertaking, and is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental. **Anyone who is caught plagiarizing or cheating on any assignment, quiz, exam, etc. in the class, will earn a failing grade for the entire course, no matter what grades have already been posted.** The use of supplemental material, other than the required materials, including electronic and personal help, that puts a student at an advantage over the other students, is strictly forbidden without the approval of the instructor. Any hint of such use is considered dishonesty and will result in a grade of zero for the assignment and subject to further discipline, including expelled from the course.

Adherence to the "Student's Code of Conduct" is expected at all times. The “Student’s Code of Conduct” can be found online at http://catalog.howardcollege.edu/index.php?catoid=4.

The instructor has the right to modify/change this syllabus at any time.

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