



HRPO 2301 082 – Human Resources Management Online

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Linsey Harwell

Office: BT 119B

Phone: 903-434-8129

Email: lharwell@ntcc.edu

Weekday	Office Hours
Monday	8:30 a.m. – 9:30 a.m. & 11:00 a.m. – 12:00 p.m.
Tuesday	9:00 a.m. – 12:00 p.m.
Wednesday	August 24 – October 16: 8:30 a.m. – 9:30 a.m. & 11:00 a.m. – 12:00 p.m. October 19 – December 4: 9:00 a.m. – 11:00 a.m.
Thursday	8:30 a.m. – 11:30 a.m.
Friday	By appointment only

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Behavioral and legal approaches to the management of human resources in organizations.

Prerequisite(s): None

Student Learning Outcomes:

1. Explain the development of human resources management.
2. Explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.
3. Describe management's ethical, social, and legal responsibilities.
4. Explain methods of compensation and benefits planning.
5. Describe the role of strategic human resources planning.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

Final Grades:

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams. The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Points	Requirement
100	Discussion Board (5)
280	Chapter Quizzes (14)
400	Exams (2)
120	Written Final (1)

Semester grades will be earned as follows

Points	Letter Grade
900 - 810	A
809 - 720	B
719 - 630	C
629 - 540	D
539 and below	F

All assignments, discussion boards, quizzes, exams, and case studies are completed individually and submitted electronically through Blackboard. Assignment grades will be posted within 5 days of the posted due date. Please pay careful attention to the due dates. Late work will NOT be accepted.

Assignments:

Tests/Exams: 2 Exams (200 points each).

Each exam will be completed electronically in Blackboard. Exams are timed and students will only have one attempt to complete. No late work will be accepted. See course schedule for specifics.

Exam 1 covers chapters 1 – 7

Exam 2 covers chapters 8 – 14

Discussion Boards: 5 Discussion Board Assignment (20 points each)

Discussion board topics can be found in Blackboard under the Discussions link. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must post their initial response and then respond to at least one other student’s post. Discussion(s) length requirements are provided in Blackboard under the Discussion topic link.

Quizzes: 14 Chapter quizzes (280 points total)

Chapter quizzes are worth 20 points each and are completed electronically through Blackboard. Quizzes are timed and allow two attempts; however, the most recent attempt, not the highest score, will be used for final grade calculations. No late work will be accepted. See the course schedule for specific due dates.

Written Final: 1 Written Final (120 points)

Written final requires students to respond to ten open-response questions using their own thoughts and words. Responses should demonstrate critical thinking and a clear understanding of the course material.

Academic honesty is expected. Plagiarism, collusion, and the use of copied or pasted content, including blocked quotations, are not permitted and will not receive credit. Any sources used must be properly cited following APA guidelines. Failure to include required citations and references will result in a grade of F on the written final.

Late submissions will not be accepted.

Required Instructional Materials:

Martocchio, Joseph J. - Human Resource Management 15th Edition.

Publisher: Pearson

ISBN Number: 9780134739724

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- Internet Browser

Required Computer Literacy Skills:

- Basic computer usage skills
- Email skills

Course Structure and Overview:

Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

1. All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments/quizzes/exams/discussion boards. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully.
2. You must have continuous access to a working and dependable computer and Internet provider.
3. The following study sequence will maximize your chances for mastering each lesson in this course:
 - a. Review the learning objectives.
 - b. Read assigned material in the textbook or eBook.
 - c. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives)
 - d. Complete and submit all assignments in Blackboard.
 - e. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies.
 - f. Complete all assignments on time.
 - g. Be sure to contact your instructor when you have questions or need help.

Communications:

- Email: Please check your NTCC email daily. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is lharwell@ntcc.edu.
- Phone: My office phone number is 903-434-8129, however, if you need immediate assistance, you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 a.m. or after 9:00 p.m.). I do not respond to long detailed questions via text message.
- Announcements: These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted.
- Blackboard Messages: These can be found in Blackboard under the Messages link in your Blackboard course. Please check daily.

Institutional/Course Policy:

Late Work Policy:

The word “assignments” refers to all work that is submitted via Blackboard or presented in class. Students are to submit assignments on or before the stated due date/time. Late work is not accepted.

Attendance Policy:

As this is an online course, students are expected to participate regularly (daily/weekly) and complete all assigned work. Excessive absences (two consecutive weeks of no participation) may result in the student being dropped from the class or having their grade average reduced. An attempt will be made to contact you before this happens, but should an emergency arise, you will need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Withdrawal Policy/Date:

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in

creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

See next page

Human Resources Management (HRPO 2301)

Fall 2026 – Course Calendar

Section / Item	Assignments	Due Date
Week 1: Monday, August 24 – Sunday, August 30	- Syllabus Acknowledgement Quiz - Discussion Board 1 Response - Discussion Board 2 Response - Chapter 1 Quiz - Chapter 2 Quiz	Sunday, August 30 at 11:59 p.m. Discussion Board: Initial post and at least one response to a classmate are required. Responses must be written in complete sentences using proper grammar. Quiz: 20 multiple-choice questions, 40-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. Two attempts are allowed; however, the most recent attempt, not the highest score will be used for final grade calculations.
Week 2: Monday, August 31 – Sunday, September 6	- Chapter 3 Quiz - Chapter 4 Quiz - Discussion Board 3 Response	Sunday, September 6 at 11:59 p.m. Quiz: 20 multiple-choice questions, 40-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. Two attempts are allowed; however, the most recent attempt, not the highest score will be used for final grade calculations. Discussion Board: Initial post and at least one response to a classmate are required. Responses must be written in complete sentences using proper grammar.
Week 3: Monday, September 7 – Sunday, September 13	- Chapter 5 Quiz - Chapter 6 Quiz - Chapter 7 Quiz	Sunday, September 13 at 11:59 p.m. Quiz: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one

		sitting. Once started, the quiz cannot be paused.
Week 4: Monday, September 14 – Sunday, September 20	• Exam 1 • Chapter 8 Quiz • Chapter 9 Quiz • Discussion Board 4 Response	Sunday, September 20 at 11:59 p.m. • Exam 1: Will become available on Monday, September 14 and covers Chapters 1 – 7. The exam consists of 40 questions, and students will have 80 minutes to complete it once started. Only one attempt is allowed, and the exam must be completed in one sitting. Once started, the exam cannot be paused and resumed later. • Quizzes: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. • Discussion Board: Initial post and at least one response to a classmate are required. Responses must be written in complete sentences using proper grammar.
Week 5: Monday, September 21 – Sunday, September 27	• Chapter 10 Quiz • Chapter 11 Quiz • Discussion Board 5 Response	Sunday, September 27 at 11:59 p.m. • Quizzes: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. • Discussion Board: Initial post and at least one response to a classmate are required. Responses must be written in complete sentences using proper grammar.
Week 6: Monday, September 28 – Sunday, October 4	• Chapter 12 Quiz • Chapter 13 Quiz • Chapter 14 Quiz	Sunday, October 4 at 11:59 p.m.

		• Quizzes: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused.
Exam 2 Due WEDNESDAY, October 7	• Exam 2	WEDNESDAY, October 7 at 11:59 p.m. • Exam 2: Will become available on Sunday, October 4 and covers Chapters 8 – 14. The exam consists of 40 questions, and students will have 80 minutes to complete it once started. Only one attempt is allowed, and the exam must be completed in one sitting. Once started, the exam cannot be paused and resumed later.
Written Final Due TUESDAY, October 13	• Exam 2 – 200pts • Please note that this exam is due on Tuesday.	TUESDAY, October 13 at 11:59 p.m. • Written Final: Will become available on Thursday, October 8. The written final consists of ten open-response questions that must be completed in the textboxes provided. Responses should be written in paragraph form, fully address all parts of each question, and reflect the student's own thoughts and words while demonstrating critical thinking and a clear understanding of the course material. References are required and should follow APA guidelines.