



# HRPO 2301.082 Human Resources Management - Online

## Course Syllabus: Spring 2022

---

*"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

|              | Monday         | Tuesday        | Wednesday      | Thursday       | Friday              |
|--------------|----------------|----------------|----------------|----------------|---------------------|
| Office Hours | 8:30AM-11:00AM | 8:30AM-11:00AM | 8:30AM-11:00AM | 8:30AM-11:00AM | 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:** 3 credit hours.

Lecture/Lab/Clinical: Online Course.

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

**Prerequisite(s):** None

### **Student Learning Outcomes:**

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

### **Evaluation/Grading Policy:**

All quizzes, discussion boards, exams, and case studies are completed individually and submitted electronically through Blackboard/MyLab. 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.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

### **Assignments:**

*All assignments for this course will be provided on the first day of the course and will be completed and submitted via Blackboard and/or MyLab. Assignments, instructions, and files are accessible via Blackboard and/or MyLab.*

**Tests/Exams:**

2 Exams (200 points each).

Each exam will be completed electronically via Blackboard/MyLab and is presented in multiple choice format.

Exam 1 covers chapters 1-7

Exam 2 covers chapters 8-14

**Chapter Quizzes:** 14 Chapter quizzes (280 points total)

Chapter quizzes are worth 20 points each. Quizzes are completed electronically through Blackboard/MyLab and are presented in multiple choice format. Students will have two attempts on each quiz, but the most recent grade, *not* the highest grade, will be considered for final grade calculations. **No late work will be accepted.** See course schedule below for specifics.

**Discussion Boards:** 5 Discussion Board Assignments (20 points each)

Online discussion questions can be found under the caption **DISCUSSION BOARD** within **Blackboard (see course schedule for dates)**. Students must post two responses to each topic posted.

**Rubric:**

One initial post (**Due as assigned**), respond to at least one peer.

Initial Post Length requires a minimum of 75 words

Secondary post length requires a minimum of 30 words per post

MLA or APA format required, incorporate appropriate in-text citation(s) referring to the academic concept with corresponding references page for the initial post.

**Written Final:** 10 Essay Questions (120 points)

Students are to respond in their own words to ten open response/essay questions provided under the corresponding link in Blackboard.

Please remember responses should be your own work—plagiarism (taking someone else's work or ideas and passing them off as one's own) will not be tolerated. Credit will not be given for cut and paste responses with block quotations.

Please review the college policy and the course syllabus for details regarding academic honesty.

Failure to include citations and references will result in an F. **Late case studies will not be accepted.**

**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.

| Assignments       | Number of Assignments | Total Points |
|-------------------|-----------------------|--------------|
| Discussion Boards | 5                     | 100          |
| Quizzes           | 14                    | 280          |
| Exams             | 2                     | 400          |
| Written Final     | 1                     | 120          |
| <b>Total</b>      |                       | 900          |

| Grade Scale              |
|--------------------------|
| <b>A = 900-810</b>       |
| <b>B = 809-720</b>       |
| <b>C = 719-630</b>       |
| <b>D = 629-540</b>       |
| <b>F = 539 and below</b> |

**Required Instructional Materials:**

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

**Publisher:**

Pearson

**ISBN Number:** 9780134739724

**Optional Instructional Materials:**

None

**Minimum Technology Requirements:**

- Daily high-speed internet access
- Microsoft Word
- Internet Browser
- A webcam is not required for this course
- A mobile device can be used to access the course, but a personal computer is suggested to complete the quizzes, exams, discussions responses, and case studies.

**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:

This course is presented as an online course and will involve a collaborative teaching/learning style utilizing simulation exercises, projects, and additional on-line instructional components as necessary.

1. All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments/quizzes. Assignments/quizzes 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. Read the lesson overview and learning objectives.
  - b. Read assigned material in the textbook or eBook.
  - c. Review the learning objectives.
  - d. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives.)
  - e. Complete and submit Blackboard quizzes. These will add points to your course grade.
  - f. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies. These will add points to your course grade.
  - g. Be sure to contact your instructor when you have questions or need help.

### **Communications:**

- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 48 hours (Monday-Friday), but usually within a few hours when possible.
- **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 AM or after 9:00 PM). 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 there.

### **Video Recording of Course Activities**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

### **Institutional/Course Policy:**

All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many assignments are due weekly. 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. Although attendance is not the same as a face-to-face course you must “attend” regularly online in order to complete all of the assignments and meet required due dates

Blackboard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

**You should check your NTCC email account daily. This email account will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your SSN. If you do not have a social security number, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

**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 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. 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.

**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.

**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 accommodations 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 accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. 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 Timeline:**

(\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):

| HRPO 2301.082 Spring 2022<br>Course Schedule     |   |  |
|--|---|--|
| Week   | Assignments   | Due Date   |
| Tuesday, January 18th -<br>Sunday, January 23rd  | Chapters 1-2<br>Discussion 1 & 2                                  | Chapter 1 & 2 Quizzes and Discussion 1 & 2 responses are due Sunday, January 23rd at 11:59PM   |
| Monday, January 24th -<br>Sunday, January 30th   | Chapters 3-4<br>Discussion Topic 3<br>Syllabus<br>Acknowledgement | Chapter 3 & 4 Quizzes, Discussion 3, and Syllabus Acknowledgement are due Sunday, January 30th at 11:59PM  |
| Monday, January 31st -<br>Sunday, February 6th   | Chapters 5, 6, & 7  | Chapter 5, 6, & 7 Quizzes due Sunday, February 6th at 11:59PM  |
| Monday, February 7th -<br>Sunday, February 13th  | Exam 1<br>Chapter 8 Quiz<br>Discussion 4                          | <b>Exam 1</b> will be available Sunday, February 6th and is due <b>Tuesday, February 8th at 11:59PM</b><br><br><b>Chapter 8 Quiz and Discussion 4</b> Response are due <b>Sunday, February 13th at 11:59PM</b> |
| Monday, February 14th -<br>Sunday, February 20th | Chapter 9 & 10<br>Discussion 5                                    | Chapter 9 & 10 Quizzes & Discussion 5 are due Sunday, February 20th at 11:59PM   |
| Monday, February 21st -<br>Sunday, February 27th | Chapters 11 & 12  | Chapter 11 & 12 Quizzes are due Sunday, February 27th at 11:59PM   |
| Monday, February 28th -<br>Sunday, March 6th     | Chapter 13 & 14   | Chapter 13 & 14 Quizzes are due Sunday, March 6th at 11:59PM   |
| Monday, March 7th -<br>Friday, March 11th        | Exam 2<br>Written Final   | <b>Exam 2:</b> Available Sunday, March 6th and is due <b>Tuesday, March 8th at 11:59PM</b><br><b>Written Final</b> is due by <b>Thursday, March 10th at 11:59 PM</b>   |