HRPO 2301.082 Human Resources Management - Online
Course Syllabus: Fall 2020

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

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	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	8:00 a.m.–9:30 a.m. 11:00 a.m.–12:00 p.m. (Oct 19th- Dec 3rd) 1:15 p.m.-2:30 p.m. (Aug 24th-Oct 16th)	11:00 a.m.–12:00 p.m. 1:15 p.m. – 3:00 p.m. (virtual)	8:00 a.m.–9:30 a.m. 11:00 a.m.–12:00 p.m. (Oct 19th- Dec 3rd) 1:15 p.m.-2:30 p.m. (Aug 24th-Oct 16th)	11:00 a.m.–12:00 p.m. 1:15 p.m. – 3:00 p.m. (virtual)	

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. 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. Assignments, instructions, and files are accessible via Blackboard.

Tests/Exams:
> 2 Exams (200 points each).
> Each exam will be completed electronically via Blackboard and is presented in multiple choice format.
> Exam 1 covers chapters 1-7
> Exam 2 covers chapters 8-14

Chapter Quizzes: 14 Chapter quizzes (140 points total)
> Chapters quizzes are worth 10 points each. Quizzes are completed electronically through Blackboard 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.

Case Study Project: 2 Human Resources Case Studies (80 points each)
> Students are to complete two (2) case studies based on predetermined human resources subject areas. Students will research and read articles related to two of the subject areas provided. Students will complete an article review for two of the predetermined human resources subject areas by relating it to the components that were addressed in the course. Each article review should be 1-page, single-space. Each review should be type-written in Microsoft Word and include a citation of the supporting article as well as the textbook. Details regarding the case studies and predetermined topics can be found under the Case Studies folder in Blackboard.

> Please remember that these case studies 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. Copying from another source and using block quotations from another source is not representative of your own work. Credit will not be given for cut and paste papers with block quotations (an extract consisting of more than 40 words from another author's work).

> Please review the college policy and the course syllabus for details regarding academic honesty. Please use reputable internet websites; **do NOT utilize any Wikipedia or comparable citations**. Failure to include citations and references will result in an F. **Late case studies will not be accepted.**

> Rubric can be found on last page of this syllabus.

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	140
Exams	2	400
Case Studies	2	160
Total		800

Grade Scale
A = 800-720
B = 719-640
C = 639-560
D = 559-480
F = 479 and below

Required Instructional Materials:
Mondy, R. Wayne Human Resource Management 14th Edition.

Publisher:
Pearson Prentice Hall

ISBN Number: 9780133848809

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, 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 worked. 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.

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.

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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 Fall 2020 Course Schedule		
Week	**Assignments**	**Due Date**
Monday, August 24th - Sunday, August 30th	Chapters 1-2 Discussion 1 & 2	Chapter 1 & 2 Quizzes and Discussion 1 & 2 responses are due Sunday, August 30th at 11:59PM
Monday, August 31st - Sunday, September 6th	Chapters 3-4 Discussion Topic 3 Syllabus Acknowledgement	Chapter 3 & 4 Quizzes, Discussion 3, and Syllabus Acknowledgement are due Sunday, September 6th at 11:59PM
Monday, September 7th - Sunday, September 13th	Chapters 5, 6, & 7	Chapter 5, 6, & 7 Quizzes due Sunday, September 13th at 11:59PM
Monday, September 14th - Sunday, September 20th	Exam 1 Chapter 8 Quiz Discussion 4	Exam 1 will be available Sunday, September 13th and is due Wednesday, September 16th at 11:59PM

Chapter 8 Quiz and Discussion 4 Response are due Sunday, September 20th at 11:59PM |
Monday, September 21st - Sunday, September 27th	Chapter 9 & 10 Discussion 5	Chapter 9 & 10 Quizzes & Discussion 5 are due Sunday, September 27th at 11:59PM
Monday, September 28th - Sunday, October 4th	Chapters 11 & 12	Chapter 11 & 12 Quizzes are due Sunday, October 4th at 11:59PM
Monday, October 5th - Sunday, October 11th	Chapter 13 & 14	Chapter 13 & 14 Quizzes are due Sunday, October 11th at 11:59PM
Monday, October 12th - Friday, October 16th	Exam 2 Case Studies	Exam 2: Available Sunday, October 11th and is due Tuesday, October 13th at 11:59PM
Case Studies are due by Thursday, October 15th at 11:59 PM

HRPO 2301 Human Resources Management Case Study Rubric
Goal – Students will be able to demonstrate their understanding of the selected Human Resources Management topic.

Performance Criteria	Below Expectations	Meets Expectations	Exceeds Expectations	Score
Adequately introduces the article	Student does not introduce the article	Student adequately introduces the article	Student adequately introduces the article and provides brief summary	15
Critically analyze the article and corresponding topic	Student does not analyze the article and corresponding topic	Student adequately analyzes the article and corresponding topic	Student adequately analyzes the article and corresponding topic and provides a detailed discussion	15
Student provided a thoughtful review of the article and how it relates to Human Resource Management	Student does not provide a thoughtful review of the article and how it relates to Human Resource Management	Student provides a thoughtful review of the article and how it relates to Human Resource Management	Student provides a thoughtful review of the article and how it relates to Human Resource Management and incorporates evidence of their research of the topic	15
Article review meets the minimum length requirements	Article review does not meet the minimum length requirement	Article review meets the minimum length requirement	Article review exceeds the minimum length requirement with detailed support and discussion of the topic	15
Effective use of structure and grammar	Several instances of improper spelling, punctuation, paragraph or sentence structure, meaning obscured	Mostly proper spelling, punctuation, and paragraph and sentence structure	Proper spelling, punctuation, and paragraph and sentence structure	10
Proper use of references and citations	Student does not provide references or in-text citations	Student provides references and majority of in-text citations	Student provides all references and in-text citations	10
			Total Score	**80**