

**THE UNIVERSITY OF TEXAS AT TYLER**  
**SOULES COLLEGE OF BUSINESS**  
**Fall 2019**

**COURSE NUMBER:** MANA 3320.060 & 3320.061

**COURSE TITLE:** Human Resources Management

**INSTRUCTOR:** Amy Clem, M.B.A., SHRM-CP

**CONTACT INFORMATION:**

**EMAIL:** [aclem@uttyler.edu](mailto:aclem@uttyler.edu)

**OFFICE:** SCOB 350.30

**CELL PHONE:** 903-312-1003

**OFFICE HOURS:** Tuesdays & Thursdays 11:00am – 2:00pm usually\*

Additional hours available by appointment. \* Email is checked on a regular basis Mon-Fri and I typically respond within 12 hours or less. However, there may be times where it could take me up to 24 hours to respond, especially on weekends. I will inform you if I will be unable to respond due to travel, illness, etc.

\*\* I am providing my cell phone number for emergencies only. For all other issues, please email me at the provided email address. Be sure to use your full name in the email and state the course and section you are in (e.g. MANA 3320.002).

**CAMPUS SCHEDULE:** Monday, Wednesday, & Friday 10:10am- 12:10pm in COB 203  
Tuesday & Thursday 9:30am – 11:00am in COB 203

**COURSE DESCRIPTION:** An examination of the human resource functional areas of: planning, selection, and recruitment, 2) compensation, 3) human resource development, 4) employee and labor relations, and 5) safety, health, and security.

**PREREQUISITE:** None

**REQUIRED TEXT:** Fundamentals of Human Resource Management 7<sup>th</sup> ed.  
Noe, Hollenbeck, Gerhart,  
Wright, McGraw-Hill ISBN:  
978-1259686702

**CLASS MEETING:** Mondays, Wednesdays, and Fridays 10:10am - 11:05am (\*several Fridays only online assignments will be required and we will not meet face-to-face. See syllabus for further detail.)

**CLASSROOM LOCATION:** COB 203

**CORE VALUES:** Professional Proficiency  
Technology Competence  
Global Awareness

Social Responsibility  
Ethical Courage

**COURSE OBJECTIVES:**

- To be able to identify and describe the HRM functional areas and their related activities.
- To be able to identify, analyze, and recommend solutions to HRM problems by applying the HRM methods, concepts, and principles.
- To demonstrate an understanding of the basic purpose and scope of major federal employment laws impacting the practice of HRM and basic creation of company policy.
- To be able to illustrate how to create and design an appropriate job description.
- To be able to identify best practices regarding recruiting procedures and employee selection.
- To be able to analyze and create pay structures for employees following HRM guidelines

**TEACHING METHODS:**

- Exercises
- Videos
- Textbook
- Power point slides
- Video clips

**EMAIL COMMUNICATION:** To protect the privacy of students the university requires that all email communication with students be conducted through the University Patriot email system. It is the responsibility of the student to regularly check their Patriot email address. If you have any problems accessing your Patriots email contact the IT department by email at [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu), by phone at 903.565.5555 or in person in BUS 101.

**ABOUT THE GRADED COMPONENTS:**

**1 - Biography/Introduction:**

You will be required to give a biography/introduction of yourself in class. The biography needs to include answers to the questions listed on the assignments page at the end of the syllabus. The biography should be no longer than 2 minutes. This will be a total of 25 points.

**2 - Quizzes:**

There will be 15 chapter quizzes. Each of the chapter quizzes will consist of 10 multiple choice, true/false, and/or matching questions. **At the end of the term, I will drop the 4 lowest quiz grades.** Therefore, they will be worth a total of 110 points. To do well on the chapter quizzes, students should read the corresponding text book chapter and participate in class lectures and discussions. I do not recommend taking the quizzes without reading the chapter, or trying to look up the answers during the quiz. While you are allowed to use your book, you will only have 10 - 15 minutes per quiz, which will not give you enough time to flip through the book for every question. Additionally, you must complete each quiz in one sitting – there is no way to “pause” the quiz and come back to it at a later time.

You will not be allowed to take the quizzes after the deadline has passed. Please see quiz due dates in Canvas. You will be able to see your quiz grades after submission, including your answer and the correct answer.

### **3 - Exam:**

The final exam will consist of 85 questions (multiple choice, true/false, and matching) worth 2 points each. Once you start the exam, you will have 120 minutes to complete the exam. You will not be able to start and stop the exam. Therefore, please make sure you have a good internet connection and are properly prepared before you start the exam. It will be open note/open book, but you will not have enough time to look up each answer in depth. Therefore, please make sure to prepare appropriately for the final exam. It will be worth 170 points.

### **4 - Practical Application Assignments:**

There will be 4 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 35 points.

### **5 - Course Discussions:**

There will be 4 course discussions that will be completed in class throughout the semester. Each discussion will pertain to an HR matter at hand for that particular week. You will be required to read an article and/or watch a video, or the like, and post your own thoughts regarding the material and/or answer questions provided and then respond to at least 4 classmates' posts. PLEASE note, due dates will be different for your own post and replies to classmates. Therefore, watch the due dates carefully. Also, from a grading perspective, you will not see a separate grade on the "Course Discussion Session (own post)" assignments in Canvas as these are just placeholders for the dates your own posts are due. Each discussion will be worth 25 points.

### **6 – SHRM Webinar Assignments:**

There will be two assignments that will need to be completed in the course that consist of listening to a webinar through the National Society for Human Resource Management (SHRM), providing an overview of the material, and giving your thoughts on strategies you would implement as an HR professional in the workplace based on the information learned. Additional details are listed in Canvas. Each will be worth 35 points.

### **7 – HR Case Studies:**

There will be 2 case studies that will need to be analyzed and thoughts provided appropriately in written format. See Canvas for further instructions and due dates. Each case will be worth 30 points.

**COURSE SCHEDULE:** Below is the schedule of topics to be covered. This syllabus provides a general plan/schedule for this course. Based on the discretion of the instructor, deviations from the course schedule may be necessary. You will be given sufficient notice before any changes are made to the syllabus.

**ACADEMIC CALENDAR:** <https://www.utt Tyler.edu/schedule/files/academic-calendar-19-20.pdf>

**\*DUE DATES for assignments listed in Canvas!**

**ASSIGNMENTS:**

	Points
<b>1. <u>Biography/Introduction</u></b>  You will be asked to give a biography of yourself to your classmates. The biography needs to include: your full name, where you are from, what you are studying, where you work, if applicable, one thing interesting about yourself, and what you hope to learn from this course. It should also include what you plan to do upon graduation, your career aspirations (work at home, start a company, work for Apple, etc), and how you plan to make your career aspirations a reality (what will it entail/involve to achieve your goals). The biography/intro should be no longer than 2 minutes. (15 points for your own post, and 10 points for your responses to classmates)	25
<b>2. <u>Chapter Quizzes</u></b> Fifteen (15) quizzes worth 10 points each. (4 lowest Quizzes will be dropped)  All quizzes are due on the date indicated by 11:59 p.m. CST.	110
<b>3. <u>Exam:</u></b>  The final exam will consist of 85 questions (multiple choice, true/false, and matching) worth 2 points each. Once you start the exam, you will have 120 minutes to complete the exam. You will not be able to start and stop the exam. Therefore, please make sure you have a good internet connection and are properly prepared before you start the exam. It will be open note/open book, but you will not have enough time to look up each answer in depth. Therefore, please make sure to prepare appropriately for the final exam.	170
<b>4. <u>Practical Application Assignments:</u></b>  There will be 4 assignments in which you will need to review an HR scenario(s) and answer questions provided by the due date provided. Be prepared to also discuss each assignment in class! Additional instructions will be provided in Canvas. Each assignment will be worth 35 points.	140
<b>5. <u>Course Discussions:</u></b>  There will be 4 course discussions that will be completed throughout the semester. Each discussion will pertain to a particular HR matter. You will be required to post your own response to the	100

discussion, and will then need to reply to at least 4 classmates' posts. Each discussion will be worth 25 points.	
<b>6. <u>SHRM Webinars</u></b>  You will be required to watch 2 webinars associated with the National Society for Human Resource Management and follow the instructions appropriately in Canvas. Each webinar will be worth 35 points.	70
<b>7. <u>HR Case Studies</u></b>  You will be required to complete 2 HR case studies in this course. Each will be worth 30 points.	60
<b><u>Total Points Available</u></b>	<b><u>675</u></b>

**EVALUATION:**

<b>Point Total (720)</b>	<b>Grade</b>
604 - 675	A (90%)
536 – 603	B (80%)
469 – 535	C (70%)
401 – 468	D (60%)
< 400	F (<60%)

**ACCEPTANCE OF LATE WORK:** Assignments are due prior to the hour (ex. due by 11:59 PM Central Standard Time) on the date specified. Therefore, work will be considered late if it is received at any point during the hour (ex. received at 12:00 a.m. Central Standard Time). **NO LATE WORK WILL BE ACCEPTED!** If exceptions are made, it will be at the instructor's discretion.

**EXAM:** The final exam has 80 questions and is cumulative. You are permitted to use your notes and/or textbook, but you only have 160 minutes to complete the exam once you begin; be sure you are prepared. You are **NOT** permitted to copy or screen capture any portion of the exam or discuss the exam with any other student. Any cheating will result in disciplinary actions.

**WRITING ASSISTANCE TOOLS:** Please use these links as tools for writing assignments in this course. As well as the [written communication rubric](#).

[www.utt Tyler.edu/writingcenter/](http://www.utt Tyler.edu/writingcenter/)

<https://owl.english.purdue.edu/owl>

**WITHDRAW DATE:** The last day to withdraw from class is Monday, 11/04/2019.

**MAKE-UP POLICY:** Makeup exams will be given for university-approved excuses only, which are subject to the instructor's approval. Any request for a change resulting in an alternate time for an exam will need to be pre-approved prior to the exam in question. Whenever possible, every effort should be made to take an exam as scheduled.

### **UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or

waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator.

For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another

person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:
  - copying from another student’s test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](tel:903.566.7254) (903.566.7254)