

Strategic Human Resources Management (MANA 5350), Section 060
Summer 2019 Course Syllabus
June 3rd – July 7th, 2019

Instructor: Dr. Kathryn Ostermeier
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** 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.*

Course Overview:

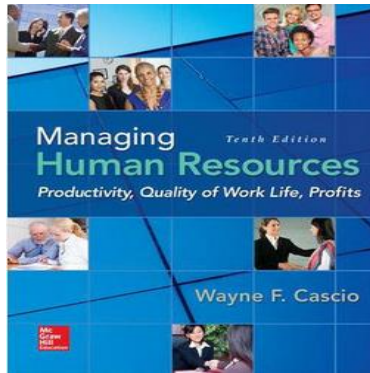
MANA 5350 is an MBA-level course that provides an overview of the field of human resource management (HRM). Human resource management is defined as organizational systems designed to ensure that human talent is used effectively and efficiently to accomplish organizational goals.

Course Objectives:

- To develop an understanding of the function of human resource management and the role it plays in the management process.
- To understand the role of the general manager in managing human resources. All managers are human resource managers.
- To introduce students to the specific functional areas of human resource management, including, planning, recruitment and selection, training and development, compensation and benefits, performance management and appraisal, employee and labor relations, and health and safety.
- To provide students with an understanding of the social, political, and legal environment affecting the human resource management function.
- To encourage students to critically examine important contemporary issues influencing the management of human resources.
- To provide a background for further study in advanced courses in business, human resource management and industrial relations.

Required Textbook:

We will use Cascio's Managing Human Resources, 10th edition. The book is published by McGraw-Hill and the ISBN is: 978-0078112959. Please note that you **MUST** purchase the required text as this is where the quiz and exam questions will come from. **You do NOT need the access code, only the text.**



Grading:

<u>Graded Components</u>	<u>Points Possible</u>
Exam 1	250
Exam 2	250
Exam 3	250
Chapter Quizzes	120
Individual Paper	<u>130</u>
	1000

Final grades will be awarded for the following levels of performance: (final grade consists of points earned – no rounding). Do not look at the percentages in Canvas – they can be a little off because of weighting issues.

<u>Total Points</u>	<u>Grade</u>
900-1000	A
800-899.99	B
700-799.09	C
600-699.99	D
< 599.99	F

As the Instructor, I reserve the right to curve exam grades if deemed appropriate after analysing the results. Grades will be posted on Canvas.

Extra credit may be offered at the discretion of the professor, but it not a guarantee.

ABOUT THE GRADED COMPONENTS:

Quizzes:

Every week, you will be expected to complete a number of quizzes. These will include a quiz for each chapter we will cover. Each of the chapter quizzes will consist of 5 multiple choice questions and true/false questions, worth 2 points each. Every quiz will be worth 10 points. You have 12 quizzes total, so you can earn 120 points (12% of the course) for the quizzes.

To do well on the chapter quizzes, students should read the corresponding text book chapter and review my power point slides. 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 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.

All of the quizzes will be open and available for you to take at the beginning of the course – feel free to work ahead. You will not be allowed to take the quizzes after the deadline has passed. Please see the course calendar at the end of the syllabus for the due dates for every quiz.

You will be able to see your quiz grades after submission, including your answer and the correct answer. The quizzes will give you a feel for the kinds of questions you will see on the exams and you may even see some questions repeated 😊

Exams:

There are three (3) exams in this course, each covering four chapters. Exam 1 will cover Ch. 1 - 4, Exam 2 will cover Ch. 6 - 9, and Exam 3 will cover Ch. 11 - 14. As you can see, each exam will cover four chapters. There is no comprehensive final exam in this course. All exams will be hosted on canvas and will be open for three days. Each exam is worth 250 points (5 points per question).

You will have 60 minutes for each exam and each exam will have 50 multiple-choice and true/false questions. Thus, as with the quizzes, there is not enough time to flip through the book and find the answer to every question. To succeed on the exams, you need to have read the book, reviewed the power points, and spent time studying for the exams.

Exam Make-up or Schedule Conflicts:

Exam make-up requests must be made prior to the exam and comply with University policy. Forward the information to me at kostermeier@uttyler.edu with the words “MANA 5350 Exam Issue” in the subject line, and include your name and detailed reason for request.

Sundown Rule:

You have one (1) week (from the time the grade is posted) to inquire about your grade on an exam, quiz, or project. The exception to this is your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar (I’ll post more information about this around finals). The purpose is to resolve any issue during the term and not wait until the last week of the term.

Allowed Materials for Quizzes and Exams:

When taking the quizzes and exams, you are allowed to use your notes and the book. The use of the internet or getting assistance from another individual is not allowed and constitutes cheating.

Individual Paper:

For this paper, you will be required to write about a company where you currently work or have worked. Alternatively, you can choose to write about a company where you wish to work. You will describe this company, how long you have worked there (or why you want to work there), and discuss the company’s policies on various HR topics. A detailed rubric, including

instructions and topics to discuss, is posted on Canvas. The total points you can earn for this paper is “130”.

OTHER IMPORTANT TOPICS:

Event Timing:

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

College of Business and Technology Statement of Ethics

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of Soules College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behaviour, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

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://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Concealed Handguns

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secured 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.

Academic Integrity

Academic integrity is of the utmost importance. Academic dishonesty will result in the receipt of an F for a final grade in this course. The assessments included in this course are designed to measure your grasp of the information which is examined throughout the course. Please refer to <http://www.utt Tyler.edu/catalog/10-12/1491.htm> to review the Academic Standards of Conduct.

Scholastic Dishonesty

The policies listed below are taken from Section 8-802 of the [Manual of Policy and Procedures](#)

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

"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;
- Failing 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 violation only 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 instructor has designated that the examination is not to be removed from the examination room or not to be returned to or 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, homework 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, 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 résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

"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.

"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.

"Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the university or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

For more information on [Scholastic Dishonesty](#), please see Section 8-304, Section 8-503, and Section 8-802 of Chapter 8 of the Manual of Policy and Procedures.

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 that students need to be aware of. 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 Accommodation

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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 Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.utt Tyler.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 issues a unique identifying ID number to all students. The electronic transmission of grades (e.g., email) risks violation of the Family Educational Rights and Privacy Act (FERPA) and therefore will not be transmitted electronically. Further, in accordance with FERPA, any information regarding assignments and grading will be discussed between the instructor and the student only. All requests made to the instructor, which are initiated by someone other than the student, regarding information about a student's activity, will be advised by the instructor to seek that information from the student.

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.

TECHNICAL INFORMATION

Technical Support:

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing itsupport@patriots.utt Tyler.edu. When you email IT Support, be sure to include a complete description of your question or problem including:

- *The title and number of the course
- *The page in question
- *If you get an error message, a description and message number
- *What you were doing at the time you got the error message

You may also visit the Help Tab in Blackboard for useful information or check out **On Demand Learning Center for Students** <http://ondemand.blackboard.com/students.htm>

Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course.

Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files.

<http://get.adobe.com/reader/>

Java Runtime Environment (JRE) allows you to use interactive tools on the web.

<http://www.java.com/en/download/>

Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations. <http://get.adobe.com/flashplayer/>

QuickTime allows users to play back audio and video files.

<http://www.apple.com/quicktime/download/>

Windows Media Player allows you to view, listen and download streaming video and audio

<http://windows.microsoft.com/en-US/windows/products/windows-media-player>

COURSE SCHEDULE

Week	Date	Topic	Week-to-do
1	June 4 th – 7 th	Get familiar with the course and start working on the quizzes	-Read the syllabus and note the due dates for assignments carefully! -Start reading the chapters and working on the quizzes
2	June 10 th – 14 th	Exam 1	Ch. 1 Quiz Due: Friday, June 14 th at 11PM Ch. 2 Quiz Due: Friday, June 14 th at 11PM Ch. 3 Quiz Due: Friday, June 14 th at 11PM Ch. 4 Quiz Due: Friday, June 14 th at 11PM Exam Opens: Friday, June 14 th at 8AM Exam Due: Sunday, June 16 th at 11PM
3	June 17 th – 21 st	Exam 2	Ch. 6 Quiz Due: Friday, June 21 st at 11PM Ch. 7 Quiz Due: Friday, June 21 st at 11PM Ch. 8 Quiz Due: Friday, June 21 st at 11PM Ch. 9 Quiz Due: Friday, June 21 st at 11PM Exam Opens: Friday, June 21 st at 8AM Exam Due: Sunday, June 23 rd at 11PM
4	June 24 th – 28 th	Exam 3	Ch. 11 Quiz Due: Friday, June 28 th at 11PM Ch. 12 Quiz Due: Friday, June 28 th at 11PM Ch. 13 Quiz Due: Friday, June 28 th at 11PM Ch. 14 Quiz Due: Friday, June 28 th at 11PM Exam Opens: Friday, June 28 th at 8AM Exam Due: Sunday, June 30 th at 11PM
5	July 1 st – July 6 th	HR Paper	HR Paper Due: Friday, July 5th at 11PM
			<i>I wish you the best of luck in your future endeavors both Academic and Professional! – Dr. Ostermeier</i>