

THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS
7 Week Session Fall 2020
October 19, 2020 – December 12, 2020

COURSE NUMBER: MANA 3320.068

COURSE TITLE: Human Resources Management

INSTRUCTOR: Mrs. Amy Clem, MBA, SHRM-CP

CONTACT INFORMATION:

EMAIL: aclem@uttyler.edu

CELL PHONE: 903-312-1003

OFFICE HOURS: Available by email and/or phone

Email is checked on a regular basis Mon-Fri and I typically respond within 24 hours or less. However, there may be times where it could take me up to 48 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 3320.068).

CAMPUS SCHEDULE: Available by email and phone

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 8th ed.

Noe, Hollenbeck, Gerhart,
Wright, McGraw-Hill ISBN:

978-1-260-07917-3

CLASS MEETING: Online

CLASSROOM LOCATION: Online

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, by phone at 903.565.5555 or in person in BUS 101.

ABOUT THE GRADED COMPONENTS:**Biography/Introduction:**

You will be required to post a biography of yourself at the beginning of the course using FlipGrid. 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. You will also need to respond to 4 other classmates regarding their videos and what you found interesting/something you could relate to in their introduction. See Canvas for due dates.

Quizzes:

There will be 15 chapter quizzes. Each of the chapter quizzes will consist of at least 10 multiple choice questions and will be worth a total of 10 – 12 points each. **At the end of the term, I will drop the lowest 5 quiz grades!** To do well on the chapter quizzes, students should read the corresponding text book chapter, review power point slides, and watch the posted video lectures. 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.

You will not be allowed to take the quizzes after the deadline has passed. 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 exam.

Total of 100 – 102 points (due to Chapter 9 quiz being worth 12 points).

Exam:

The final exam will include all chapters covered from the required text and will contain multiple choice, true/false, and matching questions. You will have 120 minutes for the exam and it will consist of 85 multiple-choice, true/false, and/or matching questions. Thus, as with the quizzes, there is not enough time to flip through the book and find the answer to every question. Each question will be worth 2 points. Therefore, a total of 170 are available on this portion of the final exam. To succeed on the exam, you need to have read the book, reviewed the power points, and spent time studying for the exam. 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 action.

Total of 170 points.

Practical Application Assignments:

There will be 4 practical application assignments that will need to be completed during the course. Each assignment will be worth 25 points. Additional instructions will be provided in Canvas.

Course Discussion Sessions:

You will have 3 discussion sessions to complete throughout the course. Each will be worth 30 points each and consist of an assignment in which you will be asked to complete a task, assignment, or watch a video and follow the instructions provided under the course assignments page in Canvas.

Case Studies:

There will be 2 case studies to complete in the course that will be based on a fictitious scenario in which you will need to provide a review of the case as well as answer several questions. Additional instructions are in Canvas. Each assignment will be worth 30 points.

Extra Credit Opportunities:

There will be opportunities to earn extra credit in this course. All details are structured in Canvas.

Grading Schedule: Regarding timeframes of when assignments will be graded, my goal is to have grades posted within 48 hours. I do my best to post grades as soon as possible, but should you ever have a question of when a grade will be posted, please do not hesitate to contact me.

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.

Week 1: Module 1 (Chapters 1 – 2)

- Quiz chapter 1
- Quiz chapter 2
- Biography/Introduction Part #1 - Flipgrid video of Introduction own post
- Biography/Introduction Part #2 – Flipgrid responses to classmates

Week 2: Module 2 (Chapters 3 - 5)

- Quiz chapter 3
- Quiz chapter 4
- Quiz chapter 5
- Practical Application #1

Week 3: Module 3 (Chapters 6 – 7)

- Quiz chapter 6
- Quiz chapter 7
- Discussion Session #1
- Practical Application Assignment #2

Week 4: Module 4 (Chapters 8 – 10)

- Quiz chapter 8
- Quiz chapter 9
- Quiz chapter 10
- Discussion Session #2
- Practical Application Assignment #3

Week 5: Module 5 (Chapters 11 – 12)

- Quiz chapter 11
- Quiz chapter 12
- Case Study #1
- Practical Application Assignment #4

Week 6: Module 6 (Chapters 13 – 14)

- Quiz chapter 13
- Quiz chapter 14
- Discussion Session #3

Week 7: Module 7 (Chapter 15 - 16)

- Quiz chapter 15
- Case Study #2
- Final Exam

IMPORTANT DATES:

- **October 19, 2020 – Fall, 2nd 7 week classes begin**
- **October 23, 2020 – Census date**
- **November 20, 2020 – Last day to withdraw from courses**
- **December 7th – 10th, 2020 – Final Exams**

ASSIGNMENTS:

	Points
1. <u>Biography/Introduction:</u> worth a total of 30 points For this assignment, you will need to upload an introductory video of yourself through utilization of FlipGrid, link located on the left-hand navigation bar in Canvas, that is no longer than 2 minutes. Additional details can be found in FlipGrid regarding instructions.	30
2. <u>Chapter Quizzes</u> Fifteen (15) quizzes worth 10 – 12 points each. (5 lowest quizzes will be dropped) *FYI - Chapter 9 quiz is worth 12 points. All quizzes are due on the date indicated by 11:59 p.m. CST.	100 – 102
3. <u>Personal Application Assignments:</u> four (4) assignments worth 25 points each. There will be 4 personal application assignments that will need to be completed during the course. Each will be worth 25 points. Additional instructions are provided on Canvas.	100
4. <u>Case Studies:</u> worth 30 points There will be two case studies to complete within this course. These cases will provide a scenario in which students will need to provide a review of the case and answer several questions utilizing what they have learned throughout the course. Each will be worth 30 points.	60
6. <u>Course Discussion Sessions:</u> Three (3) sessions worth 90 points. You will be given several assignments that will need to be completed and discuss the assignment material with your classmates. These discussions are to: 1) get you thinking about how the course material relates to you personally and specific current events and 2) provide student interaction. Each discussion session will be worth 30 points.	90
7. <u>Exam:</u> The final exam will include all chapters covered from the required text and will contain multiple choice, true/false, and matching questions. Students will have 120 minutes for the exam and it will consist of 85 multiple-choice, true/false, and/or matching questions. Thus, as with the quizzes, there is not enough time to flip through the book and find the answer to every question. Each question will be worth 2 points. Therefore, a total of 170 are available on this portion of the final exam. To succeed on the exam, you need to have read the book, reviewed the power points, and spent time	170

studying for the exam. 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 action.	
<u>Total Points Available</u>	<u>550</u>

Grading Scale:

550 – 493	A
492 - 438	B
437 - 383	C
382 - 328	D
327 - 0	F

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). Exceptions can be made at the instructor's discretion regarding late assignments.

TIME MANAGEMENT:

Below is a breakdown of approximate time frames regarding main objectives in this course.

Lecture videos: Lecture videos will be posted in each module for each chapter in the textbook, except for Chapter 16. Videos range in time from 30 minutes – an hour each. Therefore, please plan your time accordingly in order to view the lecture videos.

Chapter readings: You will need to read each chapter in the textbook in order to be successful in the course. There will be numerous times in which questions on quizzes, as well as the final, will come directly from the textbook. Please take time to read the textbook material thoroughly. This should take approximately 1 hour – 2 hours for each chapter.

Quizzes: Your quizzes will range in time from 10 – 25 minutes each. A majority of the quizzes will be 10 questions each. Please make sure to pay attention to length of time prior to beginning each quiz! Quizzes will consist of questions from the lecture videos and the textbook.

Practical Applications: Each Practical Application assignment (PA) is designed to provide you with more in-depth information regarding Human Resource matters. Based on the nature of each assignment, they will range in length of time to complete from approximately 1 – 1.5 hours.

Case Studies: There will be two case studies that will need to be completed throughout the course. These are practical issues that are faced within the HR field and will coincide with the course material being learned. One will be due at the beginning of the course, the other will be due the week of your final as a “final” case study. Each case will take approximately 2 hours to complete.

Discussion Sessions: There will be several discussion sessions that will need to be completed in the course. Each will require you to analyze a scenario and provide your thoughts, along with providing

responses to your classmates' thoughts. Each discussion will take approximately 1 hour – 1.5 hours to complete.

SHRM Webinar: The SHRM webinar itself is 1 hour long. Therefore, in order to watch the webinar, provide a summary of the webinar, and your thoughts as to what you learned/would implement in the workplace if you were an HR professional, will take approximately 2 – 3 hours to complete. Please plan appropriately!

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/

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

Withdrawal date: The last day to withdraw from class is 11/20/20.

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.utt Tyler.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.utt Tyler.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.utt Tyler.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.utt Tyler.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](#) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](#) (903.565.5964), 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](#) (903.566.7254)