

**THE UNIVERSITY OF TEXAS AT TYLER**  
**Soules College of Business**  
**SUMMER I 2020**  
June 1, 2020 – July 3, 2020

**COURSE NUMBER:** MANA 3320.460

**COURSE TITLE:** Human Resources Management

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

**CONTACT INFORMATION:**

**EMAIL:** [aclem@uttyler.edu](mailto: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 3320.460).

**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 7<sup>th</sup> edition  
Noe, Hollenbeck, Gerhart,  
Wright, McGraw-Hill ISBN:  
978-1259686702

**CLASS MEETING:** Online (5 week session)

**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](mailto:itsupport@uttyler.edu), by phone at 903.565.5555 or in person in BUS 101.

**ABOUT THE GRADED COMPONENTS:****Quizzes:**

There will be 15 chapter quizzes. Each of the chapter quizzes will consist of 10 multiple choice questions and will be worth a total of 10 points each. **At the end of the term, I will drop the 5 lowest 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 - 25 minutes per quiz (please make sure before you begin each quiz to review how much time you will have to take the quiz because it can change), 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 points.

**Exam:**

There will be 2 parts to the final exam at the end of the course. One portion 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 points 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.

The second part of the exam will consist of a case study that will be worth 30 points. You will need to provide a thorough summary of the case and each question will need to be answered thoroughly and professionally, using the knowledge you have gained throughout the course.

Total of 200 points.

### **Biography/Introduction through Flipgrid:**

You will be required to create a biography/introductory video of yourself through utilization of Flipgrid and respond to several classmate videos appropriately. This assignment will be worth 25 points (15 points for your own video introduction and 10 points for video responses to classmates). Additional instructions are provided under the Flipgrid link in Canvas, as well as under the assignment itself.

### **HR Case Study #1:**

There will be a case study regarding an HR scenario that you will need to complete and answer questions regarding the case. This assignment will be worth 25 points. Additional instructions are provided in Canvas.

### **Practical Application Assignment:**

There will be four Practical Application (PA) assignments in which you will need to review an HR scenario and answer the questions provided. Each assignment will be worth 20 points. Additional instructions are provided in Canvas.

### **Course Discussion Sessions:**

You will have 3 discussion sessions to complete throughout the course. Each will be worth 25 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. Please be aware, there will be two due dates for your discussion sessions! One will be for your own post, the other will be for your responses to classmates. Make sure to look at the dates closely in Canvas so you will not miss them.

### **SHRM assignment/webinar:**

There will be one SHRM (Society for Human Resource Management) assignment in which you will be required to view a webinar and provide a written summary of the webinar and what changes you would implement in the workplace from an HR perspective based on what you learned. The assignment details are located out in Canvas. This assignment will be worth 35 points.

### **Extra Credit Opportunities:**

There will be several opportunities for extra credit in this course. One extra credit assignment has to do with several short case studies in which questions can be answered. Each case is worth 5 points of extra credit for a total of 25 points (there are 5 cases presented).

I will also hold 2 different Zoom sessions in which extra credit of 10 points will be provided for those who participate. These sessions will be recorded for those who cannot attend “live” and will have the



opportunity of 5 extra credit points if viewed and comments made by the “due” date. See Canvas for more instructions and details.

#### **GRADE CHART:**

**A: 484 – 540 points**

**B: 430 – 483 points**

**C: 376 – 429 points**

**D: 322 – 375 points**

**F: 321 and below**

**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 – 4)**

- Quizzes chapters 1, 2, 3, & 4
- Flipgrid video Introduction/Biography (part 1 & 2)
- Practical Assignment #1

#### **Week 2: Module 2 (Chapters 5 – 8)**

- Quizzes chapters 5, 6, 7, & 8
- Case Study #1
- Course Discussion #1
- Practical Assignment #2

#### **Week 3: Module 3 (Chapters 9 – 11)**

- Quizzes chapters 9, 10, & 11
- SHRM Assignment/Webinar 1
- Course Discussion #2
- Practical Assignment #3

#### **Week 4: Module 4 (Chapters 12 – 14)**

- Quizzes chapters 12, 13, & 14
- Course Discussion Session 3
- Practical Assignment #4

#### **Week 5: Module 5 (Chapters 15 – 16)**

- Quiz chapter 15
- Prep for final exam
- Final Exam part #1 (comprehensive exam)
- Final Case Study (part #2 of final grade)



## IMPORTANT DATES:

- **June 30<sup>th</sup>, 2020 – Summer I classes begin**
- **June 4<sup>th</sup>, 2020 – Census date**
- **June 23<sup>rd</sup>, 2020 – Last day to withdraw from courses**
- **July 1<sup>st</sup>, 2020 – July 3<sup>rd</sup>, 2020 - Final Exams**

## 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!



**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). I try to abide by no late work being accepted, but I do allow for exceptions to be made at my discretion.

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

[www.uttyler.edu/writingcenter/](http://www.uttyler.edu/writingcenter/)

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

**WITHDRAW DATE:** The last day to withdraw from class is June 23<sup>rd</sup>, 2020.

**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.

**STUDENT 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/rightsresponsiblites.php>

**ACADEMIC INTEGRITY:** Academic integrity is 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.uttyler.edu/catalog/10-12/149.htm> to review the Academic Standards of Conduct.

**COLLEGE OF BUSINESS 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 the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, 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.

**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:** Any student who feels their performance in this class may be impacted by a disability, in accordance with federal law, must provide documentation of his/her disability. It is university policy to evaluate the need for an accommodation on a case by case basis. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu)

**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.

**CONCEALED HANDGUNS ON CAMPUS:** "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 secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>."