

**THE UNIVERSITY OF TEXAS AT TYLER**  
**SOULES COLLEGE OF BUSINESS**  
**BAAS 7 Week Session**  
**Summer 2023**  
**June 26, 2023 – August 12, 2023**

**Course Information:**

Human Resource Management

MANA 3320

Summer II 2023

Asynchronous/Online

Start Date: 6/26/2023

End Date: 8/12/2023

**Instructor Information**

Wendelyn Risher

Soules College of Business

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The best way to contact me is by email. Your subject line should include: Class code, semester and year, and topic of your email (MANA3320.XX– SU23 – Question re Ch. 1). Responses can be expected within 48 hours though are often addressed sooner. Address your messages to Prof. Risher and sign your messages with your full name.

Online Office Hours:           By appointment

**Course Textbook**           Fundamentals of Human Resource Management 8th ed.  
Noe, Hollenbeck, Gerhart, Wright, McGraw-Hill ISBN: 978-1-260-07917-3

You will use the book. You may use an ebook or hard copy. I will be teaching and testing from the 8<sup>th</sup> edition. I strongly encourage you to use that edition as well. If you choose an earlier version of the text, make sure you're paying attention to the exam reviews for tested information. Discussion articles/videos and other supplemental readings will be posted online during the semester.

**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.

## Course Objectives

After completing this course, students will be able to:

- Identify and describe the HRM functional areas and their related activities.
- Identify, analyze, and recommend solutions to HRM problems by applying the HRM methods, concepts, and principles.
- 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.
- Illustrate how to create and design an appropriate job description.
- Identify best practices regarding recruiting procedures and employee selection.
- Analyze and create pay structures for employees following HRM guidelines

## Course Organization & Major Activities

Course activities will vary weekly based on the material. Typical course materials and activities will include:

1) **Power Point Slides and Recorded Lectures** based on topics and textbook chapters.

2) **Supplemental Articles and Videos.** Most modules will include articles and/or videos to supplement material from lectures, power point slides and the textbook. The articles/videos will be posted on CANVAS in the corresponding modules.

3) **Article Assignment Discussion Board Assignments.** There will be 5 article assignment discussion board assignments during the course based on the material covered in one of the modules.

• Your response must be 300 – 400 words. This post should use at least two references from reputable sources such as your text, module materials, or scientific journals. Sources like wikis and Yahoo/MSN and other non-business related media may be useful, but should NOT be counted as your “reputable” sources.

• You are welcome to respond to your classmate’s postings, but it is not required.

• References should follow APA style. [General Format // Purdue Writing](#)

• Grammar and style are important. Proofread your work accordingly.

5) **Chapter Quizzes.** There will be a quiz associated with each chapter. Each quiz will be between 10-15 questions. The questions will come from your textbook, supplemental reading assignments, and power point slides and lectures.

Quizzes will be taken via CANVAS Quizzes. Lockdown Browser is not required. **You may use your book or notes to complete the exam, however, you complete the exam on your own without aid from others.** Using others as resources during a test will be considered cheating and will be referred to the appropriate University officials. Tests will be very limited in time (10-20 minutes), so once you begin, you must take the test in its entirety. You will see one question at a time and will not be able to go back once you answer a question. Please manage your time carefully.

7) **Case Studies.** There will be five case studies in this course. For each case study, you will need to provide a review of the case and then answer several questions using what you have learned.

### **IMPORTANT Course Information**

**Student To Dos:** Will be used to introduce each week's module and topics. Be sure to read these each week and complete the activities assigned.

**Announcements:** Will be used as needed to alert you to items outside of our regular weekly Student To Do communications. All announcements will be posted through CANVAS.

**Email and CANVAS Inbox:** Your Patriot email and CANVAS Inbox will be used for class-related communication. Please check them regularly.

**Regular CANVAS logins:** Because this is an online course, you must regularly log on to CANVAS to be current on all course assignments as well as regularly check your UT Tyler email account for any important course-related announcements. Visiting the CANVAS course page at least 3-4 times a week is appropriate, especially given the group assignments and discussion assignments. If you do not participate in an assignment (group or individual), you will receive zero points for that exercise.

**This class is classified as an Asynchronous/Online class.**

You are expected to complete all of the activities in each module when they are due. Completing these activities will require that you regularly log into CANVAS. Failure to do so will negatively affect your course grade.

### **Late Work/Make Up Work**

Make up exams and late work will be considered on a case by case basis and will be at the sole discretion of the instructor. Students are expected to submit exams and assignments on time. Exceptions should only occur because of the most extenuating circumstances.

### **Grading Policy**

The grading scale is predetermined to ensure that you always know your grade in the class. Grades will be based on the absolute standard below, and are not curved. Grades are based on the following factors and weighting:

Individual Discussion Board Module 1	40
Individual Discussion Board Module 2	40
Individual Discussion Board Module 3	40
Individual Discussion Board Module 4	40
Chapter Quizzes (1-16)	150 - 225(ish)
Case Study 1	40
Case Study 2	40
Case Study 3	40
Case Study 4	40

**Scale for final course grade:**

A (90-100)

B (80-89)

C (70-79)

D (60-69)

F (Below 60)

Grades will be posted to the CANVAS gradebook. You can access your grades by entering the CANVAS course and selecting “Grades” from the course menu. Students are expected to keep track of their performance throughout the semester and seek guidance if their performance drops below satisfactory levels (see “Student support services” below). Online exams will be graded immediately. Feedback on individual and group assignments may be expected within approximately 7 business days of the due date, but is frequently provided more quickly

**Technology Requirements**

This class is taught through CANVAS. CANVAS assignments, quizzes and discussions are required for this course. You must have regular and reliable access to

the internet and to CANVAS. You will use both to access class material, classmates, feedback and grades.

## **Other Requirements**

In addition to the textbook and technology requirements, you must also have schedule availability to complete the course work within the required deadlines and have availability to work with your classmates on group projects.

## **Netiquette**

Since we will conduct work online, "Netiquette" is super important. In a diverse class, humor and sarcasm may not translate online or in different cultures. I want you to be yourself and have some fun in this class, but you must also be polite and respectful in your postings (no "Flaming" or posting /sending negative, hurtful comments to others); use good grammar and correct spelling; don't write in all caps (it feels like you're shouting) or exotic fonts (they may not show up on everyone's computer). In short, present your best self! Nice matters.

**Student Resources** <https://uttyler.instructure.com/courses/32862/pages/student-resources#content>

If you experience technical problems or have a technical question about this course, you can obtain assistance by emailing [itsupport@patriots.uttyler.edu](mailto:itsupport@patriots.uttyler.edu). When you email IT Support, 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 Distance Education FAQs for helpful information.

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

UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

UT Tyler Tutoring Center (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 (903.566.7254)

## University

**Policies** <http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf> [Links to an external site.](#)

**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> [Links to an external site.](#)

**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> [Links to an external site.](#)

**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, quit-lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free) [Links to an external site.](#)

**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/UTTylerLinks to an external site.>

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.

"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 un-administered 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 un-administered test, test key, homework solution, or computer program



or information about an un-administered 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
- 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

“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.

All written work that is submitted will be subject to review by SafeAssign™, available on CANVAS.

### **Important Semester Dates**

**June 26** Classes begin

**June 30** Census Date

**July 28** Last Day to Withdraw

**August 12** Final Exams (there is no Final in this course)

### **Course Schedule**

Below is a tentative schedule of chapters presented, assigned work and exam dates. Case studies, homework assignments and additional required readings may be assigned and posted on CANVAS. **The schedule below is meant as a guideline; some modifications may be necessary. As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – W. W. Risher**

### **Course Outline**

Week 1: June 26 – July 2 (Chapters 1 – 2)

- Introductions
- Chapter 1 Managing Human Resources
- Chapter 2 Trends in Human Resource Management
- Article Discussion Board

Week 2: July 3 – July 9 (Chapters 3 - 5)

- Chapter 3 Providing Equal Employment Opportunity and a Safe Workplace
- Chapter 4 Analyzing Work and Designing Jobs
- Chapter 5 Planning for and Recruiting Human Resources
- Case Study

Week 3: July 10 – July 16 (Chapters 6 – 7)

- Chapter 6 Selecting Employees and Placing them in Jobs
- Chapter 7 Training Employees
- Article Discussion Board

Week 4: July 17 – July 23 (Chapters 8 – 10)

- Chapter 8 Developing Employees for Future Success
- Chapter 9 Creating and Maintaining High-Performance Organizations
- Chapter 10 Managing Employees Performance
- Case Study

Week 5: July 24 – July 30 (Chapters 11 – 12)

- Chapter 11 Separating and Retaining Employees
- Chapter 12 Establishing a Pay Structure
- Article Discussion Board

Week 6: July 31 – August 6 (Chapters 13 – 14)

- Chapter 13 Recognizing Employee Contributions with Pay
- Chapter 14 Providing Employee Benefits
- Case Study

Week 7: July 7 - 12 (Chapter 15 - 16)

- Chapter 15 Collective Bargaining and Labor Relations
- Chapter 16 Managing Human Resources Globally
- Article Discussion Board
- Case Study