

## SYLLABUS

1. Wayland Baptist University, Sierra Vista Campus, Tucson Site, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: **MGMT 3324 – TU01**, Human Resource Management
4. Term: Fall 2009
5. Instructor: Dr. Steven L. Smith
6. Office Phone and email: cairnsls@mac.com
7. Office Hours, Building, and Location: NA
8. Class Meeting Time and Location: Thursday, 6:00 – 9:40pm, 6235 E. Broadway
9. Catalog Description: Impact of external and internal environment upon the activities of personnel/human resource managers; functions including job requirements, planning, recruiting, selection, training, development, evaluation, labor relations, discipline, compensation, safety, and health. Credit will not be awarded for both MGMT 3324 and HLAD 3324.
10. Prerequisites: MGMT 3304
11. Required Textbook and Resources:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>
<u>Managing Human Resources</u>	Bohlander, Snell	14th		Cengage Learning	0-324-31463-9

### 12. Optional Materials:

### 13. Course Outcome Competencies:

Upon completion of this course the student should be able to:

- Describe and classify the global marketplace for Human Resource Management.
- Interpret technology aspects of Human resource Management.
- Determine changes in demographic and workplace needs.
- Explain the importance of development of human capital (training) and examine models of training.
- Assess the Human Resource environment using market indicators in Human Resource Management.
- Develop strategies of cost containment through Human Resource Management.
- Interpret legal requirements for Human Resource Management.
- Develop Human resource policy for a firm.
- Prepare for the Professional Human Resource Certification Examination.

14. Attendance Requirements: Students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. Any student who misses 25 percent or more (2.75) of the regularly scheduled class meetings will receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus are considered a part of the University's attendance policy. Note: Arriving late or leaving early for any reason is a ½ class absence.

15. Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations."

16: Course Requirements and Grading Criteria:

- Writing Assignments. (10 points per paper, total 80 points). This series of writings is designed to allow you the opportunity to demonstrate your comprehension of the assigned reading material. Select one *Case Study* at the end of each chapter and answer/address the questions listed. When multiple chapters are assigned, select a chapter of your preference. Papers are to be 2 to 3 pages, double spaced, 12-point font in New Times Roman. Cover page not required. Place your name on paper in the "Header" section.
- Mid-Term Exam. (100 points). The mid-term exam will cover chapters 1-11. The examination will consist of multiple choice and short answer essay questions.
- Final Exam. (100 points). The mid-term exam will cover chapters 12-17. The examination will consist of multiple choice and short answer essay questions.
- Grade Point Breakdown
  - Weekly papers 80 points
  - Classroom Participation/Professionalism 20 points
  - Mid-Term 100 points
  - Final 100 points
- Additional Guidance.
  - APA is WBU's required writing style, which accounts for 10% of the grade. The APA basics for this class are: levels of heading, quotations, and citations. Refer to WBU APA Guide Sheet and Dr. Smith's handout for additional guidance.

- Refer to WBUs Writing Metric at [http://wbu.edu/academics/academic\\_resources/writing\\_center/standards/documents/QEP\\_WritingRubric\\_000.pdf](http://wbu.edu/academics/academic_resources/writing_center/standards/documents/QEP_WritingRubric_000.pdf)
- Grammar accounts for 10% of the grade.
- Plagiarism results in an automatic failing grade—WBU Policy.
- Academic papers are not a string of quotations. A string of quotations is indicative of allowing someone else to do your thinking. *I strongly recommend that your paper does not include more than 15% quoted material.* Quotations will not exceed 40 words—**no** block quotations.
- **A paper more than one week late will not be accepted. A paper submitted after the due date, but before the one-week deadline, is penalized ten points.**

Course Grading Policy Per WBU Catalogue

- A                    100 — 90
- B                    89 — 80
- C                    79 — 70
- D                    69 — 60
- F                    59 and below
- Incomplete: An incomplete will be awarded to a student who is passing, but has not completed some required work for reasons beyond the student's control.

17. Tentative Schedule: (Calendar, Topics, Assignments)

<u>Date</u>	<u>Topic</u>	<u>Assignment Due</u>
Aug 20	Welcome, Overview Introduction	
Aug 27	Ch 1-2	Case Study 1
Sep 3	Ch 3-4	Case Study 2
Sep 10	Ch 5-6	Case Study 3
Sep 17	Ch 7-8	Case Study 4
Sep 24	Mid-Term	
Oct 1	Ch 9-10	Case Study 5
Oct 8	Ch 11-12	Case Study 6
Oct 15	Ch 13-14	Case Study 7

18. Additional information as desired by the faculty member.

Participation. Participation is very important to both my teaching and your learning. Although I will provide lectures, you must also take responsibility for your learning process by engaging your classmates through thoughtful comments and questions that you pose during the class sessions.

Professionalism. Professionalism is also an important component of this class. Be respectful of your classmates, me, as well as yourself. Become a presence in the classroom, coming to class on time, turn off electronic devices, do not sleep, do not read other material other than assigned material, and do not use the classroom experience to prepare for another. Finally, be prepared during the class to discuss course material and offer examples and experiences that you have had that might related to our discussions.

Electronic Devices. Cell phones, iPods, Blackberries, and other such electronic devices are intrusive to the educational process and interfere with the group dynamics. You and your fellow students are present to learn and not be interrupted by such devices. The classroom is not just about your education but being part of a group educational process, which includes demonstrating mutual respect and showing civility. It is all about *good manners and being present*.

Ill Advised Comments. It is unwise to make comments that are a comparison and contrast to other professors and their instructional methodologies. Each professor provides instruction according to the methodology that suits the aims, goals, and outcomes of the course. WBU does not offer a "cookie cutter" education to make it a simple linear process of learning. Comments to avoid:

- Professor "So and So" does it this way.
- Professor "So and So" allows us to . . ."
- Why such a strict policy regarding absences? (FYI: the majority of private institutions do not tolerate absences).
- Can we use MLA for writing our papers? (WBU is APA).
- Why are Master Level students required to attend all the class sessions? (I would have you attend more if possible).
- Can we do group projects or group writing assignments? (This is about you honing your craft. Use your fellow students to review and critique your work but it is about your process of learning and acquiring academic skills).

Grades. Grades will be adversely affected by electronic devices that disrupt the learning environment. I cannot overstate how important it is to respect, even reverence, the classroom environment. Students are paying hard earned dollars to gain knowledge and earn a degree—the classroom is not the place to check email or respond to text messages. Those can wait or do it during the designated break.

19. Proctor Hours: No proctors are available on dates that the offices are closed. Please arrive early enough to complete the exam before the close of business.

Tucson Office

Monday – Thursday: 9:00 – 5:00 pm

Friday: 9:00 – 2:00 pm