

MNGT 6312.795 Human Resource Management (MBA)

Summer 2020 - Online

Syllabus Ver 1.3a

Basic Information

INSTRUCTOR: William Price D.B.A.

E-MAIL: price_w@utpb.edu

OFFICE: Mesa Building room 2244

OFFICE PHONE: 432-552-2212

OFFICE HOURS: Virtual hours, usually available on weekday mornings

CLASS MEETS: Online June 29 – Aug 13



Course Description:

Catalog: Manpower planning and development, organizational climate and the provision of personnel services will be investigated.

Prerequisites: Graduate standing is required. There are no course prerequisite courses for this course.

Course Delivery: This is an 8 week accelerated online course. Certain activity is accomplished within several modules; you cannot accelerate or delay activity outside of the module timeframe.

Learning Outcomes:

Upon successful completion of each module, students will achieve the following ability.

In module A, the student should be able to:

- Recall principles and definitions relating to basic human resource (HR) concepts as measured by an examination.
- Explain and analyze a firm's human resource processes while applied and measured in discussions.
- Apply various management tools to assess HR performance in an organization as evaluated in a relevant case analysis.

In module B the student should be able to:

- Apply principles and definitions relating to employee development, compensation, evaluation, and training as measured by assignments and examination.
- Apply basic concepts of human resources as evaluated in a relevant case analysis.

By the end of this course, students will be able to understand / conceptualize / implement:

- Basic knowledge and understanding of the human resource role in organizations.
- Course overall goal to gain knowledge of human resource role and become able to organize and plan basic employee HR skills in organizations.

Instruction

- Textbook: Fundamentals of Human Resource Management, Edition 8, McGraw-Hill, authors Noe, Hollenbeck, Gerhart, Wright, ISBN 1260479013 / 9781260479010. Paperback or online versions are acceptable.
- Supplements from web by Modules and topics. This is supported by Canvas learning platform.
- Various articles related to timely topics will be assigned to review.
- Reinforcement of learning objectives is through assignments, discussions, quizzes, and a research paper. Assessment is by grading and some feedback.

Course Requirements

Exams

- There are two exams. You must take them on the scheduled dates.
- Exams are essay style consisting of several concepts to discuss.
- If you cannot take the final at the scheduled time, for whatever reason, drop the course now. I will not give it to you early.

Quizzes

- The purpose of the quizzes is to make sure you're keeping up with the reading.
- You will have up to 10 quizzes during the course. If you miss a quiz you cannot make it up.

Article Review

- Read and understand articles based on a specific course topic as provided by the instructor
- Answer an assignment relating to key concepts on the article as provided by the instructor.

Research Paper

- Research on an approved topic in conjunction with the course instructor.
- Provide background research data in package
- Draft a formal paper with background research, research questions, data, findings, and conclusions.
- Graphics, tables, or models are encouraged
- Maximum of 10 pages 1 ½ line space using APA style.

Grading

Activity	Count	Points	Total	Weight
Exam	2	40	80	40%
Quiz	10	5	50	25%
Homework	4	5	20	10%
Article	2	5	10	5%
Research	1	45	40	20%
Total points			200	

A 185 - 200
B 165 - 184
C 145 - 164
D 120 - 144
F 119 and below
S = ABC
U=DF

Communication:

Primary Method:

- Prefer by Canvas message or by UTPB email. I will normally respond within one day, there may be a delay on weekends.
- Quizzes are machine graded but since questions change each semester, there could be something that seems strange. If obviously an error, please point this out to me. The MFT test will not provide feedback other than a score. This is not your score entered for the course.
- Papers and discussions are graded no later than one week after the due date. I monitor discussions. There is an opportunity for comment on student participation on papers/assignments; I will adjust as necessary.
- I am open to your suggestions for improvements in the course content.

Academic Coach

This course may have an Academic Coach to assist in various activities; you may be communicating directly with him/her in many instances. They usually are focused on grading assignments, providing a recommended grade for the primary course instructor, and assisting in routine student questions. Coaches have at least a master's degree in business management. If I am not available, please contact your academic coach for assistance.

Academic Dates

- are located on the University calendar <https://www.utpb.edu/calendar/index>
- The due dates and times for the activities will adhere to the Central Time Zone.

Course Conduct and Policies

1. Attendance:

- a. As an accelerated 7 week course, this pace is not for everyone. It requires some type of activity every week and missed assignments usually cannot be made up later. Additionally, this is not a self-paced course so do not ask if all assignments can be released on the first day, so you can accomplish them early.
- b. Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned.
- c. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency or a medical situation.

2. **Late assignments:**

- a. If you forgot to take an exam, accomplish a discussion, take the MFT, or turn in a paper, there probably will not be another opportunity available.
- b. All course activities must be submitted before or on set due dates and times. If unable to abide by the due dates and times, it is your responsibility to contact the instructor immediately. After the due date has passed, the assignment will not be available.
- c. In rare instances, late assignments may be accepted with a ten percent penalty per day.

3. **Discussion Board:** Best practices are:

- a. Read all message postings in online discussions.
- b. Ensure responses to questions are meaningful, reflective. Avoid postings that are limited to 'I agree' or 'great idea', etc.
- c. Support statements with concepts from course readings, personal experience, examples.
- d. Do not overuse acronyms as in text messaging.
- e. Use line breaks and paragraphs in long responses.
- f. Reply to minimum of two other student posts.
- g. Use a person's name in the body of your message when you reply to their message.
- h. Write your full name at the end of the posting.
- i. Discussion Rules of Behavior.
 - i. Cussing and four-letter words are inappropriate in a classroom setting.
 - ii. Do not use language that is prejudicial in regard to gender, race, or ethnicity.
 - iii. Be careful with sarcasm and humor; one person's joke is another person's insult.

4. **Academic Dishonesty/Plagiarism/Cheating:**

- a. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.
- b. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university's handbook at:
<http://ss.utpb.edu/dean-of-students/scholastic-dishonesty/>
- c. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, 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 such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

5. **Tracking:** The learning management systems have tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.
6. **Course Incomplete/Withdrawal/Grade Appeal:**
All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.
Find information and dates regarding drops and withdrawals at <http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops>
For grade appeal process go to <http://www.utpb.edu/campus-life/dean-of-students/grievances>.

Disabilities

The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

Computer Skills, Technical & Software Requirements

Business Software

- Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: <http://www.utpb.edu/services/ird/information-on-computer-accounts-e-mail/office-365>
- To obtain software licensing and media for selected Microsoft titles at very low cost through a software agreement visit: <http://www.utpb.edu/services/ird/information-for-students/software-distribution/microsoft-select>.

Computer Technical Requirements:

- Information at <http://www.utpb.edu/online/reach/technical-requirements>
- Students must have access to a computer with current word processing and presentation software and internet. Using a cell phone instead of a computer is not a valid reason for poor quality of assignments or exam problems.

UTPB Distance Education Policy:

(<http://www.utpb.edu/docs/default-source/utpb-docs/academicaffairs/rules-policies-and-procedures/distance-education-policy.pdf>)

The University has a contract with Respondus Monitor which will provide online UTPB faculty and students with an electronic test proctoring service that also can serve as a second method of student authentication. Respondus Monitor locks down the student's browser preventing them from accessing the web or their computer files during an exam and video records the student during the exam period. Students present their ID into the camera (which UTPB requires for all online courses) to authenticate themselves, and the camera records the student and their surrounding environment during the test. To learn more about Respondus Monitor and see a three minute video about how it works you can visit: www.respondus.com/products/monitor

Authentication Method

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system (Canvas) using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. **For this course, this process will be:**

- **Upload a file by clicking "Submit Assignment" in the top right,**
- **then attach the file and hit "Submit Assignment" again.**

**Approved photo identifications are: passports, government issued ID, driver's licenses, military ID from the DoD, student ID. Dual credit and early college high school students, use school district ID.*

Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of LockDown Browser

(<http://www.utpb.edu/docs/default-source/utpb-docs/academicaffairs/rules-policies-and-procedures/distance-education-policy.pdf>)

You may download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=841715130>

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — textbook acceptable for open book exam.
- Remain at your desk or workstation for the duration of the test.

- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Technology Support

The Canvas program has an extensive online support system. The instructor may have experienced some of the more common problems but is not a computer or software technician.

Most issues with installing and running the Canvas program are to be directed to the provider's software support team. The instructor does not have any ability to assist you with technical issues.

Preparation for Emergencies

- **Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.
- **Complete Loss of Contact:** If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.
- **Lost/Corrupt/Missing Files:** You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

Accessibility and Privacy Statements of External Tools

- For the accessibility and privacy statements of external tools used within online and blended UTPB courses, go to https://www.utpb.edu/online/reach/ADA_Privacy.

Issues for an online class:

If you have problem with your exam or accessing the lockdown browser you need to contact support immediately. If you are kicked out of your exam and did not finish, do not contact the instructor first. Your first step is to file a trouble ticket. If the REACH department can help you with your problem they will, otherwise the instructor will investigate your problem. Failure to file a ticket will result in the exam not being reset and the grade that was originally given will stand.

7. Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.
8. Your instructor will not step in to help assist in the matter until you have filed a ticket. If you experience a power outage you will need to contact your service provider and receive documentation of the outage and supply the documentation to your instructor.
 - a. You are to check your equipment before you began the exam to ensure this does not happen. You can file a ticket at:

- b. <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8376>
1. The University of Texas Permian Basin (UTPB) maintains policies and procedures to ensure that each student who registers for a distance or correspondence course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to authenticate student identity by employing at least two methods of verification. To access online courses students must login to the Blackboard learning management system to establish their identity by using their unique personal identifying username login and a secure password.
 2. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty and academic program. This course satisfies the second method of student authentication by Synchronous/asynchronous video activities against an approved photo ID; LockDown Browser. (<http://www.utpb.edu/docs/default-source/utpb-docs/academicaffairs/rules-policies-and-procedures/distance-education-policy.pdf>)

Time Management:

You should expect to spend three hours on preparation and learning assignments for every semester credit hour. Since this is a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful.

End-of-Course Evaluation & Instructor Evaluation

- Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete.
- The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Disclaimer & Rights

- Information contained in this syllabus is to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB, to make corrections and changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.
- Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the education use of students enrolled in this course and only for the purpose of the course. They may not be further retained or disseminated.

Modules

Module	Chap	Title	LO's	Quiz	Activity
A	1	Managing HR	1,2,3,4,5	yes	article
	2	Trends in HR	1,2,3,4,5	yes	Disc
	3	EEO and safety	2,3,4,5,6	yes	HW
	5	Plan & recruit	2,3,4,5	yes	HW
	6	Selecting	3	no	Exam A
B	8	developing	4,5,6,8	yes	article
	9	performance	1,2,3	yes	HW
	11	retaining	1,2,3,4	yes	utube
	13	pay	1 to 7	yes	HW
	14	benefits	1,2,3,5,7,8	yes	Paper
	16	global	1,2,3	yes	Exam B

UPDATES:

Syllabus Ver 1.0 Original, January 2020, very basic

Syllabus Ver 1.1 March 21, Development version

- updated to match REACH guidance in handout
- added LO, textbook,
- student services may not be current for summer
- added module plan with chapters, topics, LO's, basic activity

Syllabus Ver 1.2 March 25, course #, LO changed, exam is essay

Syllabus Ver 1.3 draft version with updated ADA compliance paragraph

Syllabus ver 1.3a added S&U grades, dates