

Westminster College
Syllabus – Human Resource Management – BUS 326-O
Summer Online 2015 – Dr. Bob Eames

Course Description: An investigation into the human resource management function in which the practices and underlying theory of the procurement, development, and the maintenance of the individual in an organization will be examined in the context of both the nonprofit and public sectors. The basic issues of employee satisfaction and employee productivity will be analyzed throughout the course.



Prerequisite: BUS 220

Class Location: Online Class Website

My Office: WH 243

Office Hours: Please contact me by email anytime during the course. I will be checking my messages frequently.

Email: Robert.Eames2@westminster-mo.edu

Required Text: Pynes, J. (2013). Human Resources Management for Public and Nonprofit Organizations. San Francisco, CA: Jossey-Bass. ISBN: 978-1-118-39862-3

My Teaching Philosophy: I feel my role as a teacher is to facilitate your learning in as many diverse and productive ways as possible. This includes a variety of approaches such as lecture, discussion, activities, projects, and so on, and is meant to be flexible to the teacher, the student, and the situation. To echo Freire, the great Brazilian teacher and writer, I think the best learning relationship is built on a foundation of trust and respect, which ought to be freely offered and reciprocated in kind. Similarly, I feel significant learning is achievable when the environment is highly communicative between teacher and student both inside the classroom and outside. In this sense, it is important to me to help guide you to do your best in this class and at Westminster College as well. Please arrange to see me any time you feel uncertain about your progress in the class, need clarification of class material or reading assignments, if you just want to chat, or for any reason that you feel important to you. My personal schedule is often hectic, but I will always respond as quickly as I'm able. I will keep regular office hours, so feel free to drop in, or set up an appointment. I am here for you.

Course Goals:

- ✓ Facilitate an understanding of the basic concepts and practices of human resource management
- ✓ Facilitate an understanding of the tools used by the modern HR manager
- ✓ Facilitate an understanding of the concerns of today's HR manager

Course Objectives:

- ✓ Be able to apply knowledge of human resources to everyday workplace situations.
- ✓ Be able to use online career development resources.
- ✓ Be able to understand and create a job description
- ✓ be able to manage and work effectively as an entry-level human resource manager
- ✓ Be able to use the terminology of human resource management

ADA Accommodation: Any student who feels that he or she may need an accommodation based on the impact of a disability should contact me as soon as possible. I will help in any way that I can. Please refer to the full statement of ADA policies available in the *Westminster College – ADA/Equal Access Policy*. http://www.westminster-mo.edu/explore/offices/business/hr/Documents/ADA_index.pdf

Honor Code: Please refer to the *Student Life Handbook* for Westminster's specific policies on academic dishonesty. Additionally, refer to Section 3.3.1 of the handbook for a complete discussion of Westminster's harassment and discrimination policy. I will always be honest and trustworthy with you and I expect the same in return.

Course Structure: This course will be conducted in the online environment. All instructions are available on the class website. The course will be presented over 6 weeks. Reading assignments vary each week with some combination of chapters from the textbook, online articles, and videos. There is a forum posting each week on Wednesday. Two of the weeks require the student to post responses to their peers' postings on Thursday. Each week has a written assignment that will be submitted to a drop box on the class website.

Assignments: There are 7 weekly written assignments for this course over the 6 weeks. Full instructions for each week are provided on the class website. You should begin each Monday by accessing the weekly materials. Each weekly assignment is due on Friday of that week by 9 PM. Late assignments are penalized at the rate of -10% per day. Drop boxes are provided on the class website for every assignment. Do not email me these assignments or print them. If you are late with your assignment, you do not need to inform me, but please submit your assignment as soon as possible to the drop box. All drop boxes for this course are configured to accept late assignments. If you have some technical difficulties with the drop box and are unable to upload then of course send me the assignment by email. Moodle isn't always as consistent as we'd like.

I will provide grading and individual feedback to help you as you go. Because this course is an

online environment, students are expected to invest the time and energy it takes for learning to occur. Take the time to make your answers to the weekly postings the very best that you can, and spend some time with the written assignments to get as much out of them as possible. Remember, you do not have to go to class, but you still are responsible to invest that time. Contact me at any time you need clarification or want to talk about the course. I will be keeping track, grading, and giving you feedback on your submissions.

Here is the schedule of written assignments:

Weekly Written Assignments	Due	Points
1	Friday, June 5	22
2	Friday, June 12	10
3	Friday, June 19	22
4	Friday, June 26	22
5 A	Wednesday, July 1	18
5 B	Friday, July 3	20
6	Friday, July 10	16
Total Written Assignment Pts		130

Forum Postings: There are 5 Forum Postings and 2 Response postings required for this course. There are no forum postings for week 5. Complete details for these postings are in the weekly instructions available on the class website. Here is the schedule of posting assignments:

Weekly Postings	Due	Points
1	Wednesday, June 3	15
2	Wednesday, June 10	15
3	Wednesday, June 17	15
3 (Response Posting)	Thursday, June 18	5
4	Wednesday, June 24	10
4 (Response Posting)	Thursday, June 25	3
6	Wednesday, July 8	10
Total Posting Pts		73

Total Course Points: 203

Grade Schedule:

94% and above....A (4.0)	
90% - 93%.....A- (3.7)	Outstanding
87% - 89%.....B+ (3.3)	
83% - 86%.....B (3.0)	
80% - 82%.....B- (2.7)	Superior
77% - 79%.....C+ (2.3)	
73% - 76%.....C (2.0)	
70% - 72%.....C- (1.7)	Satisfactory
67% - 69%.....D+ (1.3)	
63% - 66%.....D (1.0)	
60% - 62%.....D- (0.7)	Passing
< 59%F (0.0)	Failing

Expected Student Work Contribution: Federal guidelines require that I inform you of the number of hours and the type of work you are expected to perform for this class. These guidelines require students to invest a minimum of 45 hours of work for each academic credit they receive. For a 3 credit course, this means a minimum total of 135 hours. Over a 6 week course that means ~ 22.5 hours per week for the student to invest. The following chart divides up these hours and provides a guideline to help you plan your study time:

Student Work Contribution:

Week	Reading	Discussion Posting	Written Assignments	Read Posts	Total Student Time
6/1-6/7	9.0	3.0	9.0	1.0	22.0
6/8-6/14	9.0	2.0	10.0	1.0	22.0
6/15-6/21	10.0	2.0	8.0	1.0	21.0
6/22-6/28	9.5	3.0	9.0	1.0	22.5
6/29 -7/5	9.5	7.0	9.5	1.0	27
7/6-7/10	9.5	3.0	7.5	0.5	20.5
Totals	56.5	20.0	53.0	5.5	135.0

Weekly Schedule

Week 1: 6/1 - 6/7

Readings:

Chapter 1

Pay Trends for 2014 (link on website)

Posting: Wednesday, 6/3

Written Assignment: Friday, 6/5

Week 2: 6/8 - 6/14

Reading:

Chapter 2

Manpower group annual talent shortage survey... (link on website)

Posting: Wednesday, 6/10

Written Assignment: Friday, 6/12

Week 3: 6/15 - 6/21

Readings:

Chapter 3

Video:

Family and Medical Leave Act (link on website)

Posting: Wednesday, 6/17

Response Posting: Thursday, 6/18

Written Assignment: Friday, 6/19

Week 4: 6/22 - 6/28

Readings:

Chapters 4 & 5

Posting: Wednesday, 6/24

Response Posting: Thursday, 6/25

Written Assignment: Friday, 6/28

Week 5: 6/29 - 7/5

No online forum posting this week.

Reading:

Chapter 6

Videos:

Tips on orienting your new employee (link in instructions)

Why invest in employee training? (link in instructions)

Written Assignment A: Wednesday, 7/1

Written Assignment B: Friday, 7/3

Week 6: 7/6 - 7/10

Readings:

Chapters 10 & 11

Posting: Wednesday, 7/8

Written Assignment: Friday, 7/10

I am required to post grades on Monday, July 13. They should be made available to you some time thereafter.