Managing Human Resources
HRD 345 ⟦all sections⟧
Southwestern College Professional Studies

COURSE SYLLABUS

I.   Course Catalog Description

This course provides learners with an introduction to human resources management, including human resources functions and the relationship between human resources and business strategy. Learners will explore staffing and employment functions; training and development, and performance evaluations; the strategic importance of compensation and benefits and labor relations; and legal issues that arise in various human resources functions.

II.   Required and Supplementary Instructional Materials

All required and supplementary materials are included in the Bb course.

III.   Course Delivery

There are two forms of course delivery Ground and Online:

Ground courses, or those that meet face-to-face on a weekly basis, also have an online component, which means some of the course content is delivered online. Southwestern College utilizes the Blackboard (Bb) learning management system.

Online courses typically contain a blend of synchronous (real-time) and asynchronous (not real-time) material. Depending on the course, you may be required at times to interact "live," which might mean attending a scheduled Collaborate session. You may also be required to view or listen to a lecture or other video on a specific date and time. Of course, if there are circumstances that prohibit you from logging in to a scheduled synchronous activity, an alternate assignment will be provided. Please refer to the Course at a Glance section which will note any synchronous activities.

IV.   Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each undergraduate and graduate program of study, as well as institution-wide outcomes related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate's knowledge and skills.

Upon successfully completing this course, the learner will be able to:
1.   Explain the role of human resources in a company's overall business strategy.
2.   Plan staffing and employment processes.
3.   Apply the principles of learning to design, develop, deliver, and evaluate employee training and development programs.
4.   Explain the purpose of and methods used in employee performance appraisal, compensation, and benefits management.
5.   Analyze employee rights and labor relations in human resources management.
6.   Describe the legal risks and requirements related to equal protection and safety in an organization.
7.   Explain factors that human resources managers must consider in a company with global operations.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus,

complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

V.   Expectations

Learners can expect the instructor to:

- Respond to e-mail and phone contact attempts promptly (if you do not receive a response after 48 hours please follow-up as a technology glitch may have occurred)
- Substantially participate in weekly discussions/lecture
- Employ impartial and consistent grading practices
- Provide assignment grades and feedback in one week or less

Instructors can expect the learner to:

- Review the syllabus in its entirety requesting clarification prior to beginning week 1 coursework
- Obtain access to the required course materials prior to the class start date or notify the instructor of any delay no later than Tuesday of week 1 of the course
- Submit course assignment questions with enough notice to receive and incorporate feedback prior to the assignment due date (see course late policy)
- Possess basic skills in Microsoft Office, and have the ability to access Blackboard
- Include the course ID (Ex: CORE101) on all e-mail correspondence
- Check Blackboard course announcements often during the course
- Communicate with instructors and classmates in a professional and respectful manner
- Substantially participate in weekly discussion/lecture (it is strongly suggested that Bb posts be prepared in a word processing software application then checked for grammar errors prior to submission)
- Submit assignments via the appropriate avenue (e.g. discussion board, Bb assignment link, etc.)
- Adhere to the Southwestern College Student Code of Conduct and Standards of Academic Integrity
- Create and submit original work

VI.   Grading Scale and Criteria

Grade	Quality Points	Course Scale
A+	4.00	100%
A	4.00	94.0-99.9%
A-	3.67	90.0-93.9%
B+	3.33	87.0-89.9%
B	3.00	84.0-86.9%
B-	2.67	80.0-83.9%
C+	2.33	77.0-79.9%
C	2.00	74.0-76.9%
C-	1.67	70.0-73.9%
D+	1.33	67.0-69.9%
D	1.00	64.0-66.9%
D-	0.67	60.0-63.9%
F	0.00	< 60.0%

Grade:	Criteria and Guidelines:
A+	The grade of A+ is reserved for a perfect score (100%) of all work in a course.
A	Superior work: Superior performance that far exceeds the minimum expectations and demonstrates an excellent understanding of the concepts addressed in the course.
B	Above average work: Good performance that exceeds the minimum expectations and demonstrates a higher than average understanding of the concepts addressed in the course.
C	Average Work: Adequate performance that meets the minimal expectations and demonstrates a basic understanding of the concepts addressed in the course.
D	Minimally acceptable work for receiving credit: Below average performance that does not meet the minimum expectations and/or does not demonstrate a basic understanding of the concepts addressed in the course.
F	Failure: Unacceptable performance (in a professional context, this means "you're fired.")
WF	Withdraw/Fail: A final grade of WF will be recorded for learners who either never access/attend or submit any assignments for courses.
WD, AW, I, S, W, WM	Please refer to the Grading System section of the appropriate catalog.

VII.   College Policies

Students are expected to read and abide by the college policies as listed in the appropriate catalog:

- Undergraduate Catalog: For learners who do not possess a bachelor's degree, are pursuing an additional bachelor's degree or for graduate learners who are enrolled in 100-400 level courses.
- Graduate Catalog: For learners who have earned a bachelor's degree and are pursuing a master's degree or graduate level certificate or learners who are enrolled in 500+ level courses.

Non-Discrimination Policy
Student Code of Conduct
Academic Integrity Policy
Policies for Dealing with Violations of Academic Integrity
Incomplete Policy
Withdraw Policy

VIII.   Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the Blackboard course.

IX.   **Technology Requirements**

X.   Citation

Check the Academic Resources link in the course menu of your Blackboard course to find the specific requirements and resources for formatting manuscripts and documenting various kinds of sources when submitting written work.

XI.   SafeAssign®

This instructor may use SafeAssign®, which is a system that allows for checking the originality of writing and proper citing.   Your assignments may be run through this software.

XII.   Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade

Requirements	Number of Assignments	Points Possible	Percent of Grade
Introductions	1	10	1
Discussion Board	9	225	22.5
Journal Entry	1	30	3
Case Study	4	110	11
Essay	7	260	26
Job Description	1	25	2.5
Job Aid	1	40	4
Presentation	2	50	5
Midterm Exam	1	100	10
Final Exam	1	150	15
Total Points		**1000**	**100**

XIII.   Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1a	*Managing Human Resources* o Chapter 1, "The Challenge of Human Resources Management"	1a.1 Discussion
1b	*Managing Human Resources* o Chapter 2, "Strategy and Human Resources Planning"	1b.1 Case Study 1b.2 Discussion
1b	*Managing Human Resources* o Chapter 3, "Equal Employment Opportunity and Human Resources Management"	1c.1 Essay 1c.2 Discussion
2a	*Managing Human Resources* o Chapter 4, "Job Analysis and Job Design"	2a.1 Essay 2a.2 Job Description
2b	*Managing Human Resources* o Chapter 5, "Expanding the Talent Pool: Recruitment and Careers" o Chapter 6, "Employee Selection"	2b.1 Presentation 2b.2 Discussion
3a	*Managing Human Resources* o Chapter 7, "Training and Development"	3a.1 Essay 3a.2 Case Study
3b	*Managing Human Resources* o Chapter 8, "Performance Management and the Employee Appraisal Process"	3b.1 Journal Entry 3b.2 Case Study Midterm Exam
4a	*Managing Human Resources* o Chapter 9, "Managing Compensation"	4a.1 Discussion 4a.2 Presentation
4b	*Managing Human Resources* o Chapter 11, "Employee Benefits"	4b.1 Discussion 4b.2 Essay
5a	*Managing Human Resources* o Chapter 12, "Promoting Safety and Health"	5a.1 Discussion 5a.2 Job Aid
5b	*Managing Human Resources* o Chapter 13, "Employee Rights and Discipline"	5b.1 Discussion 5b.2 Essay
6a	*Managing Human Resources* o Chapter 14, "The Dynamics of Labor Relations"	6a.1 Short Essay 6a.2 Essay
6b	*Managing Human Resources* o Chapter 15, "International Human Resources Management"	6b.1 Discussion 6b.2 Case Study Final Exam

XIV.   College Resources
Advising
Self-Service
Withdraw Form
Blackboard Learn
SCPS Bookstore
Deets Library
Online Writing Center: View this brief video tutorial that explains how to enroll in Blackboard
IT Support: Marilyn.clements@sckans.edu or 888-684-5335 x.121

XV.   ADA Compliance Statement
Southwestern College Professional Studies is committed to making reasonable accommodations for qualified students with documented disabilities. If you have a disability that may impact your learning and for which you may need accommodations, please notify the Director of Learner Support and Academic Success, at 888.684.5335.

XVI.   Senior Capstone and Graduate Projects:
The majority of the programs offered by Southwestern College Professional Studies conclude with a Senior Capstone or Graduate Project. During the Capstone or Project course students will be required to retrieve papers, assignments and projects that they created during their entire program of study. For this reason it is imperative that students design a method of storing program course work for use during their final class at Southwestern College Professional Studies.