## **VALENCIA COLLEGE**

## ***Introduction to Human Resources Management***

Course Syllabus and Outline

Spring 2016

**PROFESSOR:** Amy Pogue

**CRN: 23197**

**COURSE#: MAN2300**

#### **DAY/TIME:** Wednesday evenings from 7:00 pm to 9:45 pm

# CLASSROOM: West Campus, Bldg.11, Room 349

**CREDIT HOURS:** 3

**PHONE:** 407-463-3189

**EMAIL:** apogue2@valenciacollege.edu

#### **OFFICE HOURS:** I encourage students to contact me via Atlas email, since I do not have an office on campus. However, I am happy to meet with students at a scheduled time.

**PREREQUISITES:** None

**BOOK Required:** Print + digital: Bundle: Managing for Human Resources, Loose-Leaf Version, 17th + MindLink for MindTap® Management, 1 term (6 months) Printed Access Card

ISBN 9781305778573 Net: $94.00

Or

All-digital option: MindLink for MindTap® Management, 1 term (6 months) Printed Access Card for Snell/Morris/Bohlander’s Managing Human Resources, 17th

ISBN 9781305393738 Net: $72.75

This material may be covered as discrete topics and/or integrated with other topic areas in any order at the discretion of the professor. It should be understood that this topic knowledge is the minimum level for a grade of D or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

**COURSE DESCRIPTION:**

This course is an overview of the field of Human Resources Management. The role of the human resources department will be emphasized with particular attention being focused on the importance of supervisors and executives. This course will discuss business in the traditional and electronic environments.

**Major Learning Outcomes:**

* Students will demonstrate knowledge and concepts of the evolution of HR Management. The students will participate in a group project and do a comparative analysis of a successful company. The students will show how a company’s HR structure has changed to compete in a changing economic environment.
* Students will demonstrate knowledge of the different environments of HR through written assignments of current events, news articles, exams and active class participation.
* Students will demonstrate knowledge and concepts of the various functions of HR Management. The student will have a basic understanding of Benefits, Compensation, Training and Development, Staffing, Recruitment and Career Development and the importance of each division in making a successful company through lectures, class activities, presentations and exams.
* Students will demonstrate knowledge of issues and challenges facing HR Management. The student will complete a case study of a company’s HR management structure, to include stakeholders, core values, strategies, objectives and HR practices. The student will understand how HR Management is involved in the growth and success of the company and will forecast potential challenges and issues.

**This course reinforces the following Valencia Student core competencies:**

**Think**

* Think critically, creatively and logically
* Solve problems and use the results
* Use technology
* Access information and apply data gathered

**Value**

* Prioritize your plans
* Be responsible for your time
* Practice integrity

**Communicate**

* Listen actively
* Understand and learn
* Read, comprehend and use written materials, including graphs, charts and displays to write effectively
* Speak fluently and competently with peers and professors
* Present material to small and large groups
* Develop teamwork skills

**Act**

* Set goals and priorities in work and personal life
* Initiate and persist to get the job done

**CLASSROOM POLICIES:**

1. Valencia's attendance policy is that a student will be present for all class meetings. After two absences, a student will receive an excessive absence notice and must schedule a conference with the instructor immediately. A student will be withdrawn after four absences (excused or unexcused). Continual tardiness will be viewed as absences and treated as such. Two occurrences of being tardy will equal one absence.
2. Attendance and preparation for every lecture is your responsibility. Attendance means paying attention, actively participating in the class, and turning off all electronic communication devices (i.e., cell phones). If it is necessary to communicate with others, feel free to leave the classroom to talk on the phone. Preparation means reading the text and performing representative study exercises.
3. A student is responsible for all material covered during absences. Make-ups for scheduled tests must be requested before the test date and are subject to approval of the instructor.
4. Class begins at a scheduled time and is over when the instructor dismisses class. Leaving early without prior permission will result in an absence. Tardiness is unacceptable class behavior.
5. Student Code of Conduct: Students will be expected to adhere to the Valencia College Student LifeMap Handbook (<http://valenciacollege.edu/pdf/studenthandbook.pdf>) as it references Valencia College's Policy #6HX28:08-03
6. Academic honesty: Students must do their own work; there are no exceptions. Students who plagiarize or cheat in any way risk dismissal from class and expulsion from the college. Depending on the severity of the infraction, the student will either be withdrawn from the class or receive an “F” on the assignment. Students will be expected to adhere to the Valencia College Student LifeMap Handbook (<http://valenciacollege.edu/pdf/studenthandbook.pdf>) as it references Valencia College's Policy #6HX28:08-11
7. Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.
8. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).
9. Valencia College is interested in making sure all of our students have a rewarding and successful college experience. Valencia students can get FREE immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.
10. Withdrawal Policy: A student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar (4/1/16). A student is not permitted to withdraw from a class after the withdrawal deadline. The professor is permitted to withdraw a student from the class for violation of the professor’s attendance policy with written notification to the student prior to the beginning of the final exam period as published in the faculty member’s syllabus. Valencia’s policy is that any student that does not come to class during our first two meetings will be withdrawn.

A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professor will receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". The grades of “WP” and “WF” are eliminated.  Final course grades of "A", "B", "C", "D", or "F" shall be assigned based upon the student's academic achievement upon the completion of all course work, including the required final examination. A student who fails to take the required final examination may receive a final course grade earned, unless the professor elects to assign the student a grade of "I" or as otherwise addressed in the Professor’s course syllabus.

1. Disclaimer: The schedule and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.

**EVALUATION:**

**Tests and Assignments: Points**

Test #1 20

Group Project 20

Test #2 20

Case Study 20

Current Event Articles 20

Assignments – (+2) point for each week an article is submitted on the dates as per the Course Outline. Articles only accepted on date due, no makeup or late articles accepted.

**Grading Policy:**

90 – 100% A

80 – 89% B

70 – 79% C

60 – 69% D

0 - 59% F

**Course Outline**

 WEEK DATE DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 1/13 |  | Introduction and Orientation |
| 2 | 1/20 |  | Chapter 1 Article DueChapter 2  |
| 3 | 1/27 |  | Chapter 3 Article DueChapter 4 |
| 4 | 2/3 |  | **TEST** **Ch.1 thru Ch. 4**  |
| 5 | 2/10 |  | Chapter 5 Article Due |
| 6 | 2/17 |  | Chapter 6 Article Due |
| 7 | 2/24 |  | Chapter 7 Article Due  |
| 8 | 3/2 |  | Chapter 8 Article Due |
| 9 | 3/9 |  | **No Class – Spring Break** |
| 10 | 3/16 |  | **Group Projects**  |
| 11 | 3/23 |  | Chapter 9 Article DueChapter 10  |
| 12 | 3/30 |  | Chapter 11 Article DueChapter 12 |
| 13 | 4/6 |  | **TEST** **Ch.9 thru Ch.12**   |
| 14 | 4/13 |  | Chapter 13 Article DueChapter 14  |
| 15 | 4/20 |  | Chapter 15 Article DueChapter 16  |
| 16 | 4/27 |  | **Case Study - “FINALS WEEK”** |