VALENCIACOLLEGE
COURSE SYLLABUS

Course: MAN 4301 Human Resource Management

Course Description:

This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

Course Major Learning Outcomes:

Students will be able to:

- Define and apply foundations of human resources management.
- Identify and understand recruitment and selection issues.
- Define and understand the performance appraisal.
- Identify various approaches to training and development.
- Analyze and understand compensation and benefits issues.
- Develop an understanding of the collective bargaining and labor relations process.
- Analyze and apply employee safety and health issues.
- Apply management theories to organizational issues and situations.

Required Text:

The Open Educational Resources (OER) used for the duration of this course (No Textbook Fee) Courtesy of Open Texts books.
Human Resources Management: Open Educational Resources Textbook

Course Organization:

This course will be divided into four categories that will comprise the final grade.

- ❑ Discussion...........................30%
- ❑ Case Studies 30%
- ❑ Quizzes 30%
- ❑ Final Reflection Paper.......10%

100%

General Grading Scale:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 60

CLASSROOM POLICIES

Attendance, Assignments and Grading Information

Due Dates & Plagiarism You may view the assignment schedule, along with assignment deadlines, on our course schedule and webpage through Canvas. Course assignments will be checked for plagiarism using the "Uni-Check" Plagiarism software, which is embedded into each assignment. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, self-plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. **For more information on Academic Dishonestly Click Here: [Valencia College Academic Dishonesty Policy](#)**

Discussion Instructions: You are required to submit a substantial response. A substantial response is one that stays on topic and fully addresses the assignment in a clear, concise, and meaningful manner. Substantial Content refers to providing relevant content toward the actual topic of the discussions. This includes quality input, questions and information in your discussion posts and responses to peers.

The deliverable length of initial posting must be at least 150 words. After the initial posting, students are required to respond to at least two (2) peer responses. Peer responses must be at least 50 words for each response, in order to receive full credit. Discussions must be the students original thoughts. Please review postings for sentence structure, grammar and punctuation errors.

Plagiarized discussions will result in a "0" for the submission of this assignment.

<mark>**Late submissions are not accepted for discussions.**</mark>

Discussion Posting Rules

- Personal attacks of other students because of their posts will not be tolerated.
- Provide clear analysis and insight into the topic or questions.
- Post original thoughts to avoid plagiarism and the penalties for plagiarism
- Zero or minimal credit will be given to students with very FEW or NO SUBSTANTIVE postings or who post all posts with in a matter of minutes or all on the last day.
- Proof postings to eliminate offensive references, poor sentence syntax, misspelled words, etc.

Case Studies: During the course, two case studies will be assigned. These assignments will ask students to become familiar with a real world situation related to human resources, and to provide detailed analysis/suggestions/recommendations for dealing with the challenges presented. Further information will be provided on each course page for the case studies. Any references should be completed in accordance with APA format. Case studies may be submitted in the form of Word documents or Power Point presenations.

==Late submissions are not accepted.==

Exam Instructions: The course will include several quizzes, which are approximately 10-20 questions consisting of formats including multiple choice, fill in the blank and true/false.

Students will have 1 attempt to complete the exam. Students must complete the entire exam in the attempt (if the exam or the web browsers is closed - the exam is considered completed).

==Late submissions are not accepted.==

Final Reflection Project:
Please note that beginning in the fall 2022 semester, the Portfolio Projects in each course will no longer be required.

The reflection paper is your final assignment (project) in the course.

Write a paper reflecting on the top **five** things you learned in the course. The paper needs to be at least two full pages. Each of the five items/concepts need to be thoroughly explained in your own words, and you should include why you think these items/concepts are important. How have you applied these concepts in your personal/professional life and how might you use these concepts in your future?

Please do not just list five things and say they are important because you will need to know them in your career. I am looking for well-thought out and supported responses. Please attach your paper as a Microsoft Word document.

==Late submissions are not accepted.==

Make-up Exams:
Make-up exams will only be given in emergency situations provided the instructor is notified in advance (prior to the absence if at all possible). Please communicate any emergencies with the professor.

All Other Assignments:
It is a student's responsibility to obtain assignments and/or communicate with the professor related to any concerns. All assignments and due dates are posted in Canvas from the beginning of the course. Please make every effort to plan accordingly to meet due dates.

Expected Student Conduct:
Valencia College is dedicated, not only to the advancement of knowledge and learning, but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility of becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include; being withdrawn from class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions. You will find the student code of conduct in the current Policy & Procedures Manual at http://www.valenciacollege.edu/generalcounsel/.

Distance Tutoring & Technology Support at Valencia:

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email.   Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

<div align="center">

Hours of Operation:
Monday-Friday: 8 am – 10 pm
Saturday & Sunday: 9 am – 7 pm

</div>

Attendance Policy
For Online Attendance

For online attendance, students are required to log on weekly, review the week's course material and submit appropriate assignments/exams. Student assignments within Canvas are due for each module of the online course. Attendance will be taken based on your submitting assignments weekly. If a student fails to submit an assignment when due, the student will be marked absent for that week.

Excused vs. Unexcused Absences

Student absences are defined as excused or unexcused. Unexcused absences are those that occur without adequate reason. Unexcused absences may be used in the computation of grades.

Excused absences are defined as absences stemming from (a) participation in college sponsored activities and (b) compelling and extenuating circumstances beyond a student's control. Documented excused absences may not be used in the computation of grades. Instructors must allow students to make up missed examinations, quizzes, writing assignments, and other course work for documented excused absences. Examples of excused absences include, but are not limited to, the following:

- Student's documented illness
- Student's documented injury

- Documented death in a student's immediate family
- Documented illness or injury in a student's immediate family
- Documented student's required military duty
- Documented student's required jury duty

Professors are not obligated to excuse an absence if a student fails to provide requested documentation after the due dates have expired. Professors also reserve the right to determine when the number of excused absences exceeds a reasonable limit to the extent that it significantly interferes with a student's satisfactory mastery of course content/skills. Excused absences do not exempt a student from course requirements, and therefore in circumstances that entail excessive excused absences the professor may reasonably recommend that a student consider withdrawal from a course.

Procedures for Reporting Absences

It is the responsibility of the student, where possible, to notify instructors regarding absences for whatever reason or period of time. This should take place before leaving campus, during an illness or upon return to campus.
For more information on Valencia College "**Attendance Policy**"

For more information on Valencia College "Attendance Policy" Click Here:
http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/

<mark>**For additional clarification, contact your professor.**</mark>

Email Policy
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.

Academic Honesty
Each student is expected to do his or her own work, unless otherwise specified. Cheating will not be tolerated and will result in an automatic "zero" on that exam or assignment. Self-plagiarism is also considered a violation of the academic integrity honesty policy. Please review the college policy and reach out to your professor with any questions/concerns.
https://valenciacollege.edu/students/disputes/academic-integrity.php

Academic Accommodations
"Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form 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. See the appropriate office for more information:
- East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222
- West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222
- Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222
- Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

Student Assistance Program

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get 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. This number is also located on the back of your Valencia Student ID. Free face to face counseling is also available.

Withdrawal Policy

The withdrawal policy deadline for the semester – See Academic Calendar "Important Dates & Deadlines"   http://valenciacollege.edu/calendar/
 A student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. After this date, the grade assigned will be based on the student's academic achievement in class and the actual work completed.

Technical Support If you need Canvas Technical Support, click on "Help" on the left side of the course to access the point of contact for Valencia College Technical Support or click on: **Valencia College Canvas Support**

  If you have any questions, please make sure to contact your professor/advisor immediately.

Institutional Core Competencies

The following Valencia Student Competencies will be reinforced throughout the entire course:
- **THINK –** Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.
- **VALUE –** Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.
- **COMMUNICATE –** Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.
- **ACT –** Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

Disclaimer:

Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.