**Valencia College**

**Introduction to Human Resources**

**Course Syllabus—Spring 2022**

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| **MNA 2300 Introduction to Human Resources**  **CRN: 26298 Section: W02**  **Location:** Online through Canvas **Credit Hours:** 3 |

**Professor: Debbie Griffith**

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**Available for student consultation by appointment.**

**Course Description:** This course is an overview of human resources management. The role of the human resources department will be emphasized, with particular attention focused upon the importance of the role of supervisors and executives. This course will discuss business in traditional and electronic environments.

**Lumen Online Textbook**

Human Resources Management

<https://courses.lumenlearning.com/wm-humanresourcesmgmt/>

**Online Course Structure:**  This is a fully online course; we will do everything via our shared online space: Canvas. This course will **not** require virtual class meetings at a specific time. The lectures for each day will be covered with a PowerPoint. **Note:** The lecture slides alone will not be enough to sustain you through the course. You will need to read all assigned material. All assigned videos or film clips will be provided.

* **Note on Time Zones:**This course is based on Eastern Standard Time (EST), so all due dates and times are listed in EST. Please make sure to consider this as you complete and submit work throughout the course.

**Course Objective:** This course aims to provide students with a theoretical framework to examine and form a knowledge base of understanding about the field of Human Resources and the role of the Human Resources Department. We will examine past and present issues and challenges within Human Resources, the functions of the HR department, and the importance of the supervisor and executive role.

* The history of HR Management
* The Role of HR in Business
* Internal and external relationships of HR Management.
* Components of the legal, global, and strategic environments
* Compensation and management

**COURSE OUTCOMES**

* Students will be able to summarize and explain the history of HR Management
* Students will be able to summarize the role of HR in business
* Students will be able to identify and explain both the internal and external relationships of HR
* Students will be able to recognize and explain components of the legal, global, and strategic environments.
* Students will analyze and explain the functions of HR Management
* Students will be able to identify and interpret the components of staff compensation and management principals'
* Students will identify and interpret current HR trends, issues, and challenges.

**Instructor communication:** Please feel free to reach out to me if you are having difficulties with the assignments and/or exams as soon as possible.  I will be happy to work with you to develop strategies that may help gain better outcomes.  Email through Canvas is the best way to contact me.  I do my best to respond to emails within 24-48 hours, Monday-Friday.  Emails sent during the weekend will be responded to the following Monday.  (Please make sure to provide your name and contact information.)

**Expected Student Conduct:** Valencia College is dedicated to the advancement of knowledge and learning and 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 class disruption may be directed by the faculty member to leave the class. Violation of any classroom of 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 activities. You will find the Student Code of Conduct in the current Valencia Student Handbook <http://www.valenciacollege.edu/generalcounsel/policies.cfm>(Click the Student Handbook link under General Information on the Student tab at the Valencia Website.)

**College policies:** A complete description of all College policies can be found in the college catalog at <http://valenciacollege.edu/catalog/>; Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices>

**Valencia Student Core Competencies:** This course seeks to reinforce the following Valencia Student Competencies:

* **Think** critically and creatively analyze, synthesize, integrate, and evaluate symbolic works and truth claims.
* Reflect on your own and others' **values** from individual, cultural, and global perspectives.
* **Communicate** by reading, listening, writing, and speaking effectively.
* **Act** purposefully, reflectively, and responsibly by implementing the effective problem solving and decision-making strategies.

**No-Show Policy:** Class attendance is required beginning with the first week of class. **Students who are not actively participating in an online course and do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show."** If you are withdrawn as a "no show," you will be financially responsible for the class, and a final grade of "WN" will appear on your transcript for the course. In accordance, you must log into Canvas and complete the Welcome assignment online no later than January 16, 2022, at 11:59. The policy can be located at the following link: <http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance>

**The drop deadline is** January 18, 2022. **Withdrawal:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance, and Grades, and Withdrawals), a student who withdraws from class before the established deadline **of March 25, 2022, 11:59 pm,** for the Fall semester will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. **However, a faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy.** A student withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." 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." For a complete policy and procedure overview on Valencia Policy 4-07, please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

**NOTE:** Before choosing to withdraw, students should speak first with their professor regarding their progress in the course and with an Academic Advisor to discuss the impact of the W on their academic progress, future fees, and financial aid.

**Course Communication:**All assignments will be posted in weekly modules located on your Canvas "Home" tab.  Your "Home" tab will hold the most current course information, such as additions or changes to your Syllabus; I would suggest you also check your course "Announcements" tab regularly for general course updates.   Review your Canvas settings for notifications to ensure you do not miss important information. If you have issues with Canvas, please get in touch with Canvas Support Hotline 407-582-5600.

**Respect for online classroom community:** When practicing discussion post etiquette, it is imperative that we create and maintain an environment free of judgment and full of support and respect. Be ready to share your opinions, thoughts, and beliefs openly, but also be understanding and accepting of the perspectives of others. We are all here to learn from one another. When discussing a controversial issue, speak to the issue, not to individuals.  Discuss issues in a spirit of mutual respect with a goal of greater understanding surrounding the issue.

**Canvas access:** Internet access is required for Canvas. Students are required to check Canvas weekly and be responsible for all information posted by the professor on Canvas. **Note:** **DO NOT** rely solely on Syllabus. Additional information will be provided on Canvas through announcements and the "Home" tab.

**Attendance:** This class is entirely online and requires that students regularly check Canvas announcements and email to stay informed of any important information or changes—changes to the Syllabus, updates, reminders, or any other relevant information regarding the course. I may also post additional class documents, assignment guidelines, or assignments on Canvas. You will be held responsible for checking the class website regularly for these updates, guidelines, etc. At a minimum, you should be checking the course page three times per week, but I suggest checking daily. You should also review your Canvas settings for notifications to ensure you do not miss important information. If you have issues with Canvas, you should contact **Canvas Support Hotline:** 407-582-5600.

**Students with difficult personal circumstances** that may interfere with their ability to meet course deadlines and/or academic work should communicate with me during the first two weeks of class.  **Please take this course only if you can devote the necessary time and effort to meet the course requirements.**

**Please note** you are responsible for all assignments, readings, and handouts. All assigned work not stated on Syllabus will be available on canvas. Missing the equivalent of 3 assignments for any reason other than prior instructor approval or in accordance with Valencia's policies is excessive and a basis for withdrawal.

**Readings and Assignments:** This Syllabus covers required readings and assignments for the course. All additional readings will be provided on canvas or accessed online using Valencia College library resources. **NO LATE SUBMISSIONS** will be accepted without prior approval. NOTE: see below "Assignments" section for detail rubric for assignment submittals)

**Celebration of Knowledge:** will be given online and taken from assigned readings. (25 points each)

**Discussion Post:** You will need to post a reply to (2) existing posts or create a new thread relating to the initial topic posted (this exercise will allow you to engage with your classmates and share ideas and thoughts) worth 15 points each.

# Assignments: You will be responsible for (6) assignments, each worth 20 points. LATE ASSIGNMENTS will only be accepted in cases of documented reason received and approved by the professor in accordance with college policy. All other late submittals will incur (5) points automatically deducted for each day the assignment is late in conjunction with outlined grading criteria. Late submittal will automatically result in a grade of zero "0" on the 5th day after the due date.

**Creating Your HR Business Model: This** will consist of a written paper and PowerPoint slide presentation. The "**Creating Your HR Business Model"** rubric is available under the "Create Your HR Business Model **Project Outline**" tab on the home page. This is a semester-long project with draft submissions due throughout the semester.

**Grading Criteria: There are a total of 500 points that can be earned for this course.** Grading will be based on demonstrated understanding and application of the concepts and processes studied in the course. The point breakdown is as follows:

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| **Assignments (6) 180 points (20 points each)** |
| **Discussion posts (3) 45 points (15 points each)** |
| **Project Drafts (2) 20 points (10 points each)** |
| **Celebration of Knowledge (3) 75 points (25 points each)** |
| **Create Your HR Business Model written report 125 points** |
| **Create Your HR Business Model Pwpt Presentation 55 points** |

**Total 500 points**

**Grading System:** Final grades will be based on a total number of points received in class.

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| **A =** 90-100 **450-500** |  |
| **B =** 80-89 **400-449** |  |
| **C =** 70-79 **350-399** |  |
| **D =** 60-69 **300-349** |  |
| **F =** 59 and below **295 and lower** |  |

**Make-Up Policy:** All assigned work must be completed and handed in by the due date. Assignments are always welcomed early. All exams must be taken on or before assigned due dates. No make-up tests are available without the instructor's explicit consent, which will only be granted in a documented extreme emergency. The Celebration of Knowledge final exam must be submitted by the date published for final exams. **Students with difficult personal circumstances** that may interfere with their ability to meet course deadlines and/or academic work should communicate with me during the first two weeks of class.  **Please take this course only if you can devote the necessary time and effort to meet the course requirements.**

**Academic Honesty:** Students will be expected to adhere to the Valencia College Student LifeMap Handbook (p. 225), referencing Valencia College's Policy 6HX28:08-11. Each student is required to follow Valencia's policy regarding academic honesty. All work submitted by students is expected to result from the student's individual thoughts, research, and self-expression unless the assignment states explicitly "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as outlined in the Student Handbook and Catalog.

**Student Code of Conduct:** Students will be expected to adhere to the Valencia College Student LifeMap Handbook (p. 229-230) as it references Valencia College's Policy 6HX28:08-03.

# Students with Disabilities:

Students with disabilities who qualify for academic accommodations must provide notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The **West Campus Office** is located in the Student Services Building.

# Valencia I.D. Cards:

Valencia ID cards are required for Library and Testing Center. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID are mandatory to obtain these services.

**Student Assistance Program**: Valencia College is interested in ensuring 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, eating disorders, gender issues, and 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 to speak to a professional counselor or use the following link: http//catalog.valenciacollege.edu/studentservices/ycarestudentassistanceservices. Free face-to-face counseling is also available.

# IMPORTANT DATES:

# College-wide Closure (Credit Classes Do Not Meet):

# Spring break March 7-13, 2022.

**Full Term:** Classes begin January 10, 2022. **Drop/Refund** **deadline** is 11:59 pm January 18, 2022.**The withdrawal deadline for W grade is 11:59 pm on March 22, 2022.** The last day of classes is May 2, 2021.

**Create Your Own Business Model Project due** April 25, 2021

**NOTE: The final examination must be taken by the date published for the final examination; if not, this will result in a grade of "0" averaged into the course grade for the semester. This date can also be found in the schedule above.**

**Note:** This Syllabus may be amended or modified in any way upon notice, so be sure to check Canvas "Home" page and announcements regularly. Any changes will be intended to benefit the student and will not significantly add to the rigor of the course. Feel free in emailing directly with any questions.

# CLASS SCHEDULE

**Spring 2022**

**All assignments are due in Canvas on Sunday @ 11:59pm**

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| **Week**  **Beginning (Monday)** | **Assignments and Readings** |
| Week 1  Jan 10-16 | **Read:** Syllabus and Chapter 1 – The Role of Human Resources  **Complete:** Welcome Assignment on home page, Course Syllabus Quiz |
| Week 2  Jan 17-23 | **Read:** Chapters 2 – Human Resource Strategy and Planning  **Complete:** Assignment |
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| Week 3  Jan 24-30 | **Read:** Chapters 4 – Diversity in the Workplace  **Complete:** Assignment |
| Week 4  Jan 31-Feb 7 | **Read:** Chapter 3 – Human Capital Trends Chapter 5 - Workforce Planning  **Complete:** Assignment |
| Week 5  Feb 7-13 | **Read:** Chapter 6 - Recruitment and Selection  **Complete:** Discussion Post |
| Week 6  Feb 14-20 | **Read:** Chapter 7- Onboarding, Training, and Developing Employees  **Complete:** Celebration of Knowledge (Chapters 1,2,4)  **Complete:** Assignment |
| Week 7  Feb 21-27 | **Read:** Chapter 8 – Compensation and Benefits and Chapter 9 Performance Management and Appraisal  **Complete:**  Assignment |
| Week 8  Feb 28 -Mar 6 | **Creating Your HR Business Model Draft sections 1&2 Due**  **Read:** Chapter 11 - Employee Termination  Complete: Assignment |
| Week 9  Mar 7-13 | **There are no classes from 3/7 – 3/13 the college will be closed for Spring Break!** |
| Week 10  Mar 14-20 | **Watch Film: Up in the Air**  Discussion Post  **Complete:** Celebration of Knowledge (Chapter 5,6,7) |
| Week 11  Mar 21-27 | **Read:** Chapter 12- Employee Rights and Responsibilities and Chapter 13 Union-Management Relations  **Watch film:** North Country  Discussion Post |
| Week 12  March 28 – April 3 | **Creating Your HR Business Model Draft sections 3&4 Due**  **Read:** Chapter 14 – Safety, Health and Risk Management and Chapter 15 Corporate Responsibility  **Complete:** Discussion Post |
| Week 13  Apr 4 - 10 | **Read:** Chapter 16 Managing Global Human Resources  **Complete:** Celebration of Knowledge (Chapter 8-12)  Assignment |
| Week 14  Apr 11 - 17 | **No assignments due this week work on FINAL projects.** |
| Week 15  Apr 18 - 24 | **Creating Your HR Business Model Written Paper and PowerPoint Due** |
| **Week 16**  **Apr 25-29**  **Due date is a Friday**  **Final Exam Week** | **Read:** Chapter 17 - Managing Human Resources in Small & Entrepreneurial Business  **Complete:** Assignment |
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