

VALENCIA COLLEGE
Division of Business and Hospitality
MAN2300 Introduction to Human Resources Management (CRN 20237)
Course Syllabus and Outline
Spring 2018

PROFESSOR: Erin Tuttle, PHR, SHRM-CP
DAY/TIME: Wednesday evenings from 7:00 pm to 9:45 pm
CLASSROOM: West Campus, Bldg.11, Room 218
CREDIT HOURS: 3
PHONE: Erin Tuttle: 407-312-3746 (call or text)
EMAIL: etuttle2@valenciacollege.edu
OFFICE HOURS: Please contact me via email, since I do not have an office on campus.
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

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.

TOPICS/AREAS COVERED

Chapter 1: The Rewards and Challenges of Human Resources Management
Chapter 2: Strategy and Human Resources Planning
Chapter 3: Equal Employment Opportunity and Human Resources Management
Chapter 4: Job Analysis and Job Design
Chapter 5: Expanding the Talent Pool: Recruitment and Careers
Chapter 6: Employee Selection
Chapter 7: Training and Development
Chapter 8: Performance Management
Chapter 9: Managing Compensation
Chapter 10: Pay-for-Performance: Incentive Rewards
Chapter 11: Employee Benefits
Chapter 12: Promoting Safety and Health
Chapter 13: Employees Rights and Discipline
Chapter 14: The Dynamics of Labor Relations
Chapter 15: International Human Resources Management
Chapter 16: Implementing HR Strategy: High-Performance Work Systems

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.

MAJOR LEARNING OUTCOMES:

- 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 students 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 provided from the textbook. Students will demonstrate knowledge of how HR Management is involved in the growth and success of the company and will forecast potential challenges and issues.

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.

CLASSROOM POLICIES:

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 administratively 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.

Attendance is important to your overall success in the course. Attendance and preparation for every lecture is your responsibility. Attendance means paying attention, actively participating in the class.

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.

ATTENDANCE:

Attendance will be taken at the beginning of each class meeting, so please be on time for the start of class. The college policy is that students are required to attend at least 85% of the contact hours in this course. **You must attend the first class meeting on Wednesday, January 10.** You are **allowed two (2) UNEXCUSED absences** during the term; after which you may be subject to administrative withdrawal from the class due to non-attendance. I reserve the right to withdraw a student due to excessive absences, normally viewed as 4 or more. Excused absences are special circumstances to where you are entitled to make up in-class exams, quizzes, or activities. Please note that **YOU ARE RESPONSIBLE FOR ANY WORK MISSED DURING YOUR ABSENCE** (excused or unexcused). You can request notes from a classmate on any lectures missed. Unexcused absences will result in the loss of participation points for class activities and quizzes; in addition to forfeiting points for in-class exams. 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.

Tardiness. It is inevitable that things may happen that will make you tardy, but frequent tardiness is not acceptable. Arriving later than 10 minutes after the start of class will result in One (1) TARDY. After Four (4) documented tardies, you will receive One (1) absence (4 tardy = 1 absence).

Student Code of Conduct:

Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry. Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

The policy can be located at the following link:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

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

Student Assistance Program:

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). Following is the link to the website:

<http://catalog.valenciacollege.edu/student-services/baycarestudentassistanceservices/>

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.

Withdrawal Policy:

A student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar **(3/30/2018)**. 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.

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.

Prior to the beginning of the final exam period, the professor is permitted to withdraw a student from the class for violation of the professor's attendance policy. Written notification will be provided to the student prior to withdrawal.

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.

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.

**201820 Intro to Human Resources Management MAN-2300-20237
Spring 2018**

<u>Tests and Assignments:</u>	<u>Points</u>
Exam #1	100
Exam #2	100
Exam #3	100
Post Chapter Quiz	160 (10 Quizzes – 10 pts each)
Weekly Discussion	100 (10 Discussions - 10 pts each)
Pre-Resume	40
Post-Resume	60
Video Quizzes (Video Cases)	90 (9 Video Cases - 10 pts each)
Class Participation	75 (15 Weeks - 5pts each week)
<u>Case Study (3 page writing assignment)</u>	100
Total	925
Extra Credit (Resume Assignment)	20

There will be **3 exams during the term**. These exams will be comprised of multiple choice and true/false questions and will be administered through Blackboard. The dates for the exams and the chapters included in each exam are listed in the course outline at the end of the syllabus. Each exam must be completed during the assigned due date.

WEEKLY DISCUSSION POSTS

Discussion posts are due on **WEDNESDAY** each week no later than 12pm (noon), no makeup or late posts are accepted. 10 points each. These discussions are designed to introduce you the topic(s) to be discussed during the next class.

Weekly Discussion Grading Rubric

5 points = Minimal response, without in-depth details, relevance and/or no response to any classmates.
10 points = Fully detailed response, supporting facts, citations, page reference, and detailed classmate response.

Class Participation

- Attendance to class every session.
- Arrive to class on time, and prepared to discuss the assigned reading.
- Remaining for the entire class, unless prior acceptable arrangements have been made with me.
- Engaged and attentive throughout the class period.
- Responsive to questions and actively participate in class discussions
- Participation in classroom activities.

SCHEDULE OF CLASSES
201820 Intro to Human Resources Management MAN-2300-20237
Spring 2018.

WEEK	WED	CHAPTERS	ASSIGNMENTS	DUE
1	1/10	Introductions and Orientation Chapter 1: Rewards & Challenges of HR Management PPT Slides Simulation: HR Challenges	Chapter 1: Post Quiz Discussion Questions (Chapter 2 &3)	Wednesday 12PM Wednesday 12PM
2	1/17	Chapter 2: Strategy & HR Planning PPT Slides Simulation Employee Turnover Chapter 3: Equal Employment Opportunity and HR Management PPT Slides	Chapter 2 Video Quiz (Video Case) – 1 Chapter 2: Post Quiz Chapter 3: Post Quiz Discussion Questions (Chapter 4)	Wednesday 12PM Wednesday 12PM
3	1/24	Chapter 4: Job Analysis and Design PPT Slides Simulation: Job Analysis Exam Study Guide	Chapter 4 Video Quiz (Video Case) –2 Post Quiz: Chapter 4 Discussion Questions (Chapter 5)	Wednesday 12PM Wednesday 12PM
4	1/31	Chapter 5: Expanding Talent: Recruitment and Careers PPT Slides Simulation: Talent Management Guest Speaker: TBC	Chapter 5 Video (Video Case) – 3 Post Quiz: Chapter 5 Assignment: Pre-Resume Assignment: Post-Resume	Wednesday 12PM February 14 7PM March 21 7PM
5	2/7	EXAM #1 (Chapters 1-5) Chapter 6: Employee Selection PPT Slides Simulation: Interview Prepare for Role Play Activity	<i>Meet in the classroom first, then go to the Testing Center</i> <i>11-142/UCF Computer Lab in 11-129 (TBC)</i> Chapter 6: Post Quiz Discussion Questions (Chapter 7)	 Wednesday 12PM Wednesday 12PM
6	2/14	Chapter 7: Training and Development PPT Slides Role Play Activity (in class)	Assignment: Pre-Resume Due Today Chapter 7 Video Quiz (Video Case) – 4 Chapter 7: Post Quiz Discussion Questions (Chapter 8 & 9)	Today 7PM Wednesday 12PM Wednesday 12PM
7	2/21	Chapter 8: Performance Management PPT Slides Simulation: Performance Diagnosis Chapter 9: Managing Compensation PPT Slides Simulation: Compensation Feedback on Resumes Exam Study Guide	Chapter 8 Video Quiz (Video Case) – 5 Chapter 8: Post Quiz Chapter 9 Video Quiz (Video Case) – 6 Chapter 9: Post Quiz Discussion Questions (Chapter 10)	Wednesday 12PM Wednesday 12PM

8	2/28	Chapter 10: Pay for Performance: Incentive Rewards PPT Slides	Chapter 10 Video Quiz (Video Case) – 7 Chapter 10: Post Quiz Discussion Questions (Chapter 11)	Wednesday 12PM Wednesday 12PM
9	3/7	EXAM #2 (Chapters 6-10) Chapter 11: Employee Benefits PPT Slides	<i>Meet in the classroom first, then go to the Testing Center, 11-142. Come back to the classroom after Exam #2.</i> Chapter 11 Video Quiz (Video Case) – 8 Chapter 11: Post Quiz	Wednesday 12PM
10	3/14	College Closed March 12-16 Spring Break	College Closed March 12-16 Spring Break	
11	3/21	Guest Speaker: TBC Chapter 12 Employee Safety PPT Slides Video: Safety Third Prepare for Case Study – Assignment and Guidelines (writing assignment – 3 pages)	Assignment: Post Resume Due Today Chapter 12 Video Quiz (Video Case) – 8 Chapter 12: Post Quiz Discussion Questions (Chapter 13) Assignment: Case Study (writing assignment – 3 pages)	Today 7PM Wednesday 12PM Wednesday 12PM April 4 7PM
12	3/28	Chapter 13 Employee Rights PPT Slides	Chapter 13: Post Quiz Discussion Questions (Chapter 14)	Wednesday 12PM Wednesday 12PM
13	4/4	Chapter 14 Labor Relations PPT Slides Simulation: Bargaining	Assignment: Case Study Due Today Chapter 14: Post Quiz Discussion Questions (Chapter 15)	Today 7PM Wednesday 12PM Wednesday 12PM
14	4/11	Chapter 15: International Human Resources Management PPT Slides	Chapter 15 Video Quiz (Video Case) – 9 Chapter 15: Post Quiz	Wednesday 12PM
15	4/18	Chapter 16 HR Strategy: High-Performance Work Systems PPT Slides Simulation: High-Performance Work Systems JEOPARDY EXAM REVIEW	Chapter 16 Video Quiz (Video Case) – 10 Chapter 16: Post Quiz	Wednesday 12PM
16	4/25	EXAM #3 (Chapters 11-16)	Meet in the classroom first, then go to the Testing Center 11-142/UCF Computer Lab in 11-129 (TBC)	

GRADE	POINTS
A	925-832
B	831-740
C	739-647
D	646-555
F	554-0