

VALENCIA COLLEGE
Division of Business, West Campus
Online Course Syllabus—Spring, 2020
Human Resources Recruitment & Staffing
202020-MNA-2320-25738

Course Description: Strategic Staffing prepares all current and future managers to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of talent. This course examines how the functions of recruitment, selection, staffing and training fit into a Human Resources Department. Students will practice analyzing position, recruiting qualified applicants, interviewing candidates for employment and, once hired, orientation and training.

Credit hours: 3

Course Prerequisites: MAN2300

Required Textbook: Strategic Staffing 4th Edition

Author: Jean M. Phillips

ISBN: 978-1-948426-86-2

Textbook can be purchased through the college bookstore or from another book vendor.

Professor: Erin Tuttle

Email: etuttle2@valenciacollege.edu

Cell Phone: (407) 312-3746

Available for student consultation by appointment.

Course Objective: The goal of this course is to provide students with a theoretical framework to examine and form a knowledge base of understanding pertaining to recruitment, staffing and training within HR. We will examine current issues and challenges within recruitment and staffing with an emphasis on:

- Sourcing and Recruiting Talent
- Strategic Job Analysis
- Relevant laws that govern policies and procedures relevant to staffing
- Employee relations
- Workforce planning

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 REQUIREMENTS:

Canvas access: Access to internet is required for Canvas. Students are required to check Canvas weekly and responsible for all information posted by professor on Canvas. **Note: DO NOT** rely solely on syllabus additional information will be provided on Canvas through announcements tab.

Attendance: Regularity in participation is vital to academic success. Online weekly student participation is expected of all online students. Weekly online attendance will be documented via students' participation in weekly posted assignments in Canvas. The professor may withdraw students who do not maintain regular attendance. Missing the equivalent of three assignments for any reason, other than absences excused 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 can be accessed online using Valencia College library resources. Assignments will consist of discussion post responses and written assignments. **NO LATE SUBMISSIONS** will be accepted without prior approval.

Discussion Posts: Throughout the course, you will be expected to make posts to the discussion board. The discussion board is of the utmost importance during this course, given that it is entirely online. The discussion board will be where you demonstrate knowledge, practice concept mastery, and engage with your peers and myself in meaningful conversations about the topics. **NO LATE SUBMISSIONS** will be accepted without prior approval.

Exams and Quizzes: All quizzes and exams will be given online and will consist of one or a combination of: multiple choice, fill in the blank and scenario-based essay questions. All tested material will be taken from assigned readings and assignments.

Grading Criteria: There are a total of 520 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:

Assignments (7):	140 points (20 points each)
Discussion Posts (4):	100 points (25 points each)
Quizzes (2):	80 points (40 points each)
Mid-Term:	50 points
Final Exam:	150 points
Total:	520 points

Grading System: Final grades will be based on total number of points received in class. There will be no plus or minus grades given. Students who are within 1 percentage point of the next grade level will have the opportunity of having their class participation and attendance grades considered. There will be no extra credit assignments given in this class.

A = 90-100	470-520
B = 80-89	420-469
C = 70-79	370-419
D = 60-69	316-369
F = 59 and below	315 and lower

Class Participation: This is an online course. You must complete each assignment on time.

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 class 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 actions. 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 full 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** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating 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 effective problem solving and decision-making strategies.

No-Show Policy: Class attendance is required beginning with the first class meeting.

If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or 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.

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 **April 3, 2020** 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 who is 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 an Academic Advisor to discuss the impact of the W on your academic progress, future fees, and financial aid.

Make-Up Policy: All assigned work must be completed 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 explicit consent of instructor which will only be granted in case of documented extreme emergency.

Academic Honesty: Students will be expected to adhere to the Valencia College Student LifeMap Handbook (p. 225) as it references Valencia College's Policy 6HX28:08-11. Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth 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 a 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 is mandatory in order to obtain these services.

Computer/Equipment Use Policy: Use of the computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the classroom materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send e-mail or access Internet sites not specifically assigned to the class
- Use of computer for job, internship, homework or other activities not assigned to the class
- Modifying any hardware or software system configuration or setting
- Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offenses may be sent to campus administration for further disciplinary action.

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, eating disorders, gender issues 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 to speak to a professional counselor or use the following link:

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

Free face-to-face counseling is also available.

Online Program Integrity: In order to comply with regulations from the Department of Education dealing with program integrity, online attendance must be documented. Therefore, you must log into Canvas and complete the Week 1 Assignments, or the professor will have to drop the student as a no-show.

NAVIGATING THIS ONLINE COURSE:

In Canvas, on the left column you will see tabs such as “Home”, “Syllabus”, “Announcements”, “Discussion”, “Grades”, and so forth.

- Click on the tab “Home” tab and scroll down to the "Canvas Help" icon to access the information you need to get started.
- Under “Modules” is where you will find the assignments for each week.

WEEKLY MODULES (course assignments):

The Home tab in Canvas should be your first source of information regarding the weekly schedule.

This is where you will be able to find details for weekly readings (including links to online articles and chapters) and assignments. All course assignments will be submitted through Canvas.

Weekly modules will close at 11:59 pm EST on Sunday nights. Canvas works such that at 11:59:01 pm EST on each Sunday, the previous week’s module will close. Once a module is closed, it will not be reopened. Make sure you are giving yourself enough time to complete all work for a given week or you will lose those points.

Start Here!

Under the Home tab on Canvas, in the module labeled Week 1, you will find "Start Here!". This module includes the course syllabus, useful information about using Canvas, information about web etiquette and an introduction discussion board where you can introduce yourself to your classmates and learn more about them, and a short syllabus quiz.

Missed Assignments/Make-Ups/Extra Credit:

Assignments are due as indicated in the assignment directions. If you do not submit your work on time, you will automatically receive zero credit. Make-ups or extensions are only granted in the event of extreme emergency (illness, family emergencies, etc.) or approved absences according to University Policy, and must be accompanied by documentation (e-mailed to me). Inability to access the web or general internet connection issues are not sufficient excuses for missing/late assignments (e.g. “My internet was down last night, so that’s why my assignment was late.”), particularly for last-minute submissions. It is your responsibility to ensure you have proper internet access throughout this course. No extra-credit will be provided for this course.

Discussion Posts:

Your initial reflections must be posted by 11:59 pm EST on Wednesday of each week.

This is critical, because part of your discussion post grade is responding to your peers. Posting by Wednesday evening leaves plenty of time for others to read and respond to your post (and for you to read and respond to others). *Initial posts made after the deadline will receive 0 points.*

Responding to Classmates:

You are also required to respond to at least 2 of your classmates for every discussion post.

Since this course is online, these discussion posts will serve the same purpose as actual discussion in a live class would. The point is to be fully engaged in the course and with your peers. Responses need to be thoughtful and relevant—simply saying, “I agree with your post,” does not constitute an adequate response. Engage your peers! You should read all of the initial posts before replying.

Discussion Post Grading:

There are 25 total points possible for each post—15 points for your original post, and 5 points each, for your 2 response posts.

It is your responsibility to make sure that you submit your reflection (and responses) on time. If you wait until the last minute, and there is an error with the internet, that is not an acceptable reason for not submitting on time. *Late discussion posts will receive zero credit.*

Assignments:

Your answers should be thorough and complete with supporting information based on assigned reading and/or examples and detailed explanations.

Responses of “Yes” or “No” will not be accepted without thorough explanation and will result in reduced points for the assignment. Grammar and spelling will also count towards your assignment grade. **NO LATE ASSIGNMENTS** will be accepted without consent of the professor, which will only be granted in case of documented reason received and approved by professor in accordance with college policy. 5 points will automatically be deducted for each day the assignment is late in conjunction with standard grading assessment. Late submittal will automatically result in a grade of zero “0” on the 5th day after due date.

CLASS SCHEDULE and ASSIGNMENTS
Spring Full Term 2020

WEEK BEGINNING (MONDAY)	ASSIGNMENT	DUE DATE	POINTS POSSIBLE
Week 1 February 10	Read: Chapter 1 Assignment: Case Study – Strategic Staffing at Atlas Corporation, Page 28: Questions 1-3 Review: Chapter 1 PowerPoint Discussion Post: Class Introduction	SUNDAY 11:59 PM EST	20 POINTS
Week 2 February 17	Read: Chapter 2 Assignment: Case Study – Integrating McDonald’s Business, HR and Staffing Strategies Page 66: Questions 1-3 Review: Chapter 2 PowerPoint Read: Chapter 3 Assignment: Case Study - Diversity at Pfizer Page 119: Questions 1-3 Review: Chapter 3 PowerPoint	SUNDAY 11:59 PM EST	20 POINTS 20 POINTS
Week 3 February 24	Read: Chapter 4 Discussion Post: Chapter 4 Review: Chapter 4 PowerPoint CELEBRATION OF KNOWLEDGE QUIZ 1: Chapters 1-3 (40 questions)	WEDESDAY 11:59 PM EST SUNDAY 11:59 PM EST	25 POINTS 40 POINTS
Week 4 March 2	Read: Chapter 5 Discussion Post: Chapter 5 Review: Chapter 5 PowerPoint CELEBRATION OF KNOWLEDGE MIDTERM: Chapters 1-5 (50 questions)	SUNDAY 11:59 PM EST	25 POINTS 50 POINTS
Week 5 March 9 <i>College Closed for Spring Break</i> March 9-15			

<p>Week 6 March 16</p>	<p>Read: Chapter 6 Assignment: Chapter Discussion Questions Page 239: Questions 1-4 Review: Chapter 6 PowerPoint</p> <p>Read: Chapter 7 Assignment: Case Study – Rock Blocks Page 287-288: Questions 1-3 Review: Chapter 7 PowerPoint</p>		<p>20 POINTS</p> <p>20 POINTS</p>
<p>Week 7 March 23</p>	<p>Read: Chapter 9 Assignment: Chapter Discussion Questions Page 386: Questions 1-3 Review: Chapter 9 PowerPoint</p>		<p>20 POINTS</p>
<p>Week 8 March 30</p>	<p>Read: Chapter 10 Assignment: Case Study – Succession Management at Procter & Gamble Page 424: Questions 2-3 Review: Chapter 10 PowerPoint</p> <p style="text-align: center;">CELEBRATION OF KNOWLEDGE: QUIZ 2 (CHAPTERS 7-10) (40 questions)</p>		<p>20 POINTS</p> <p>40 POINTS</p>
<p>Week 9 April 6</p>	<p>Read: Chapter 11 Assignment: Chapter 11 Discussion Post Review: Chapter 11 PowerPoint</p>		<p>25 POINTS</p>
<p>Week 10 April 13</p>	<p>Read: Chapters 12 Assignment: Chapter 12 Discussion Post Review: Chapter 12 PowerPoint</p>		<p>25 POINTS</p>
<p>Week 11 April 20</p>	<p style="text-align: center;">CELEBRATION OF KNOWLEDGE: FINAL EXAM ESSAYS (75 questions)</p> <p style="text-align: center;">Due date is FRIDAY, April 24 (NOT SUNDAY!)</p>	<p>FRIDAY 11:59 PM EST</p>	<p>150 POINTS</p>

IMPORTANT DATES:

College-wide Closure (Credit Classes Do Not Meet): Spring Break March 9 -15th.

No assignments are due that week.

NOTE: The final examination must be taken by the date published for 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.