## VALENCIA COLLEGE

Division of Business and Hospitality

## MAN2329 *Case Studies in Human Resources Management*

Course Syllabus and Outline

Fall 2017

**PROFESSOR:** **Jessica Mcdaniel, MHR, PHR, SHRM-CP**

#### **DAY/TIME:** N/A

# LOCATION: Online Class

**CREDIT HOURS:** 3

**PHONE: 407-683-4500**

**EMAIL: jmcdaniel23@mail.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:** MAN 2300

**BOOK Required: Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders. 7th Edition**

 **Author: Nkomo, Fottler, and McAfee**

 **South-Western Cengage Learning**

 **ISBN: -13:978-0-538-46807-7**

**COURSE DESCRIPTION:**

This course uses a case study, experiential/simulated learning approach to build upon and apply Human Resources Management concepts. Students will develop and apply their communication and employee relations skills and problem solving and decision-making abilities to cases that reflect work-related, human resources challenges.

**Course Outcomes: The student will be able to:**

* Students will demonstrate knowledge and understanding of current issues and challenges in HR management
* Students will demonstrate knowledge of the relevant laws regarding HR
* Students will summarize employee relations issues
* Students will summarize recruitment, training and development, and retention issues.
* Students will summarize performance management issues

**Core Competency: Communicate**

* Students will summarize past and current issues regarding compensation and benefits.

CLASS PARTICIPATION: This is an online independent study course. You must complete each assignment on-time. **NO LATE ASSIGNMENTS WILL BE ACCEPTED**. **\*\* only accepted as mandated by College Policy with appropriate documentation.**

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 policy or any Valencia policy or rule 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/CampusInformatioServices>

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

**No-Show Procedure:** Any student who does not attend class by the drop deadline prior to the start of the no-show reporting period for the part of the term of this course will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of the term. (NOTE: Before choosing to withdraw, students should speak first with your professor regarding your progress in the course and with an Academic Advisor to discuss the impact of the W on your academic progress, future fees and financial aid.)

**VERY IMPORTANT** In order to comply with regulations from Department of Education dealing with program integrity, online attendance must be documented. Therefore, you must log into Blackboard and complete WELCOME assignment, no later than ***9/1/17****,* or the professor will have to drop the student as a no-show.

**Attendance/Tardiness/Withdrawal:** Regularity in participation and punctuality is vital to academic success. Students are expected to participate regularly and punctually. Students who miss a class must contact a classmate to acquire any notes or information missed. Students who do not maintain regular attendance may be withdrawn by the professor. Missing the equivalent of 3 assignments and or classes for any reason, other than absences excused in accordance with Valencia’s policies, is excessive and a basis for withdrawal.

 **IMPORTANT: Weekly online attendance will be documented via student’s participation in the weekly posted assignments in Blackboard.**

**Withdrawal: Per Valencia Policy 4-07** (Academic Progress, Course, Attendance and Grades), a student who withdraws from class before the established deadline of **November 10, 2017** for Fall term will receive a grade of “W”. As student is not permitted to withdraw after the withdrawal deadline. 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 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 <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

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

Method of Instruction: Professor will provide student with all homework assignments and tests in this syllabus.

Method of Evaluation: Grading will be based on demonstrated understanding and application of the concepts and processes studied in the course.

Evaluation Process:

Homework Assignments- 10 assignments- 20 points each = **200 points**

2 Assessments- 100 points each =**200 points**

**TOTAL: = 400 points**

**GRADING SCALE**

**A= 90%-100% 360-400 points**

**B= 80%-89% 320-359 points**

**C= 70%-79% 280-319 points**

**D= 60%-69% 240-279 points**

**F= Below 60% below 239**

**Grading Rubric- Homework Assignments**

**5 pts= Minimal, 1 word/1line response, without in-depth details, relevance and/or no response to any classmates.**

**10 pts= Intermediate response, without details, or supporting facts, citations, or relevance.**

**20 pts = Fully detailed response, supporting facts, citations, page reference, and detailed classmate response.**

**Course Requirements:**

1. Read all assignments and complete questions as indicated.
2. Have access to an email account and internet for research as needed.
3. Have access to and be able to navigate Blackboard. Students must check Blackboard often for announcements from the professor and to monitor grades.
4. Complete homework assignments through Blackboard on time. (See important note below regarding “no-show” policy and required online submission of assignment)
5. Complete 2 assessments.

**Make-Up Policy**: All assigned work must be completed and handed in by the due date. Assignments are always welcomed early. The mid-term and final examination must also be completed on the scheduled dates. All tests (assessment) must be taken on or before dates assigned. No make-up is available without explicit consent of instructor which will only be granted in case of documented extreme emergency. The final must be completed by the date published in syllabus or predetermined by professor.

**Academic Honesty:** Students will be expected to adhere to the Valencia College Student LifeMap Students will be expected to adhere to Valencia College's Policy #6HX28:08-11

The policy can be located at the following link: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>

**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 (SSB), Room 102.

**Valencia I.D. Cards**: Valencia ID cards are required for LRC, Testing Center, and IMC Usage. 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. Inappropiate 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 of 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 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.

**Online Program Integrity: VERY IMPORTANT!** In order to comply with regulation from the Department of Education dealing with program integrity, online attendance must be documented. Therefore, you must log into Blackboard and complete the WELCOME assignment online no later than **9/1/2017**, or the professor will have to drop the student as no-show.

**HOMEWORK ASSIGNMENTS: VERY IMPORTANT**

Assignments will be completed in Blackboard. Each week students will respond with their answers to the assignments AND also respond to at least one of their classmates’ postings for that same assignment. Responses to your peers should be courteous in nature and offer relative feedback. Answers and responses should be thorough and complete with examples and explanations. Responses to questions of only “Yes” or “No” are unacceptable without thorough explanation and will result in reduced points for the assignment. Your answers should be concise and to the point with a basis on what you’ve read in the chapter. Grammar and spelling will also affect grading. No late assignments will be accepted without consent of professor which will only be granted in case of documented reason received and approved by professor and in accordance with college policy. Assignments not received will result in the grade of 0.

**Exams:** The mid-term and final exams will be true/false, multiple choice, short answer and powerpoint presentation done through Blackboard and are to be completed on the date listed in the schedule for the assessment. Grammar and spelling will also affect grading where applicable.

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 SCHEDULE

FALL 2017

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| --- | --- | --- |
| **DUE DATE** |  | **ASSIGNMENT** |
| 8/28-9/1- Week 1 | Intro to Class via BlackboardAnswer questions and respond to at least one classmate with encouraging note. | 1. Name, major & Graduation Date
2. Why are you interested in this class and HR Field?
3. What do you hope to gain by taking this course?
 |
| 9/8- Week 2 | (Classmate responses required) | Submit summary of current news event or article HR related |
| 9/8- Week 3 | Complete the questions and respond to classmates | Incident 9 (page 35) |
| 9/15- Week 4 | Which employee should be terminated and explain why. (Classmate responses required) | Exercise 28 (page 91) |
| 9/22- Week 5 | Complete the questions (Classmate responses required) | Case 35 (page 112) |
| 9/29- Week 6 | Tell us which procedure is most effective in your opinion and why based on the reading(Classmate responses required) | Exercise 44 (pages 140-142) |
| 10/6- Week 7 | Complete the Questions | Incident 57 (pages 172-173) |
| 10/13- Week 8 | Mid Term Exam opens 10/12 at 12:00am | Mid Term Exam must be completed by 10/13 11:00pm |
| 10/20 – Week 9 | (Classmate responses required) | Submit summary of current news event or article HR related |
| 10/27 – Week 10 | Complete the questions(Classmate responses required) | Case 65 (pages 197-198) |
| 11/3 – Week 11 | (Classmate responses required) | Submit summary of current news event or article HR related |
| 11/10 – Week 12 | Complete the questions(Classmate responses required) | Incident 73 (pages 223-224) |
| 11/17 – Week 13 | (Classmate responses required) | Submit summary of current news event or article HR related |
| 11/22- Week 14 |  Complete the questions(Classmate responses required) | Case 78 (page 237) |
| 12/1 – Week 15 | Complete the questions (Classmate responses required) | Incident 93 (page 269) |
| 12/8 – Week 16 | Group Review Discussions on week 9-15 |  |
| 12/15-  | Final Exam opens 12/13 at 12:00am | Final Exam must be completed by 12/15 11:00pm |

**\*This outline may be altered, at the instructor’s discretion, during the course of the term. It is the responsibility of the student to make any adjustments as announced.**