## VALENCIA COLLEGE

Division of Business and Hospitality

## MAN2300 *Introduction to Human Resources Management*

Course Syllabus and Outline

Fall 2017

**PROFESSOR:** **Jessica McDaniel, 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: 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:** 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

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.

**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.

**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. The students will understand how HR Management is involved in the growth and success of the company and will forecast potential challenges and issues.

**This course reinforces the following Valencia Student core 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

**CLASSROOM POLICIES:**

1. 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.
2. 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, and turning off all electronic communication devices (i.e., cell phones). If it is necessary to communicate with others, feel free to leave the classroom to talk on the phone. Preparation means reading the text and performing representative study exercises.

**Attendance**

**2 class scheduled class sessions without attendance and without contacting with instructor will result in a withdrawal from the class.**

Attendance will be taken at the beginning of each class meeting, so please be on time for the start of class.  College policy is that students are required to attend at least 85% of the contact hours in this course.  You are only allowed Two (2) UNEXCUSED absences during the term; after which you may be subject to administrative withdrawal from the class due to non-attendance. Unexcused absences can result in the loss of participation points for class activities and quizzes; in addition to forfeiting points for in-class exams!

Excused absences are special circumstances to where you are entitled to make up in-class exams, quizzes, or activities.  Excused absences describe the following:  mandatory attendance at a college-sponsored event (with verification), medical or legal absence (which also require documentation), religious holidays and military service. 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, as I will not provide those notes (unless it was a documented EXCUSED absence).

***Tardiness.*** It is inevitable that things may happen that will make you tardy, but frequent tardiness is not acceptable. Arriving after 10 minutes of the start of class will result in One (1) TARDY, and it will be documented. After Four (4) documented tardies, you will receive One (1) absence (4 tardy = 1 absence). If there are extenuating circumstances, please see me privately.

***Religious Observance.*** When observance of a religious holiday interferes with class attendance or work, a student is to notify the instructor in writing WITHIN the first week of class. Students are accountable for material covered during their absence, but the instructor will proved alternative arrangements for the student complete any missed assignment/in-class activity/exam.

1. 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.
2. Student Code of Conduct: 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 #6HX28:08-03
3. 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
4. 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.
5. 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).
6. 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.
7. Withdrawal Policy: A student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar **(11/10/2017).** 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.

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.

1. 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.
2. 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 EVALUATION**

**Tests and Assignments: Points**

Exam #1 100

Exam #2 100

Exam #3 100

Weekly Discussion 110

Pre- Resume 60

Post- Resume 75

Videos 105 (11pts each)

Class Participation 150

Case Study 200

**Total 1,000**

There will be 2 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 Discussions only accepted on date due, Wednesday of each week no later than 12pm (noon), no makeup or late articles accepted. 10 points each.

**Grading Rubric- Weekly Discussion Assignments**

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

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

**Class Participation**

* Attendance to class every session.

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

**GRADE PERCENTAGE POINTS**

|  |  |  |
| --- | --- | --- |
| A | 90-100 | 900-1000 |
| B | 80-89 | 800-899 |
| C | 70-79 | 700-799 |
| D | 60-69 | 600-699 |
| F | 0-59 | 0-599 |

**Course Outline**

\*Course outline subject to change.

Week Date Chapter Assignment

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 8/30 | Introduction and Orientation  Chapter 1- Rewards & Challenges of HR | Weekly Discussion Question Due |
| 2 | 9/6 | Chapter 2 – Strategy & HR Planning  Chapter 3 - Equal Employment | Weekly Discussion Question Due  Chapter 2 Video  Chapter 3 Video |
| 3 | 9/13 | Chapter 5- Expanding Talent: Recruiting | Weekly Discussion Question Due  Chapter 5 Video |
| 4 | 9/20 | **EXAM #1 Chapters 1-5** | Weekly Discussion Question Due  Pre-Resume Due |
| 5 | 9/27 | Chapter 6- Employee Selection | Chapter 6 Video |
| 6 | 10/4 | Chapter 7- Training & Dev | Weekly Discussion Question Due  Chapter 7 Video |
| 7 | 10/11 | Chapter 8 – Performance Management  Chapter 9- Managing Compensation  Chapter 10- Incentives | Weekly Discussion Question Due  Chapter 9 Video  Chapter 10 Video |
| 8 | 10/18 | **EXAM #2- Chapters 6-10** |  |
| 9 | 10/25 | **POST EXAM REVIEW**  GUEST SPEAKER | GUEST SPEAKER  Anita Ellison |
| 10 | 11/1 | **CLASS ROLE PLAY ACTIVITY** | **CLASS ROLE PLAY ACTIVITY** |
| 11 | 11/8 | Chapter 11- Employee Benefits  Chapter 12- Employee Safety | Weekly Discussion Question Due |
| 12 | 11/15 | Chapter 13- Employee Rights | Weekly Discussion Question Due |
| 13 | 11/22 | Chapter 13- Employee Rights (Continued) | Weekly Discussion Question Due  Chapter 11 Video |
| 14 | 11/29 | Chapter 15- International HR | Weekly Discussion Question Due  Post Resume Due  Chapter 13 Video |
| 15 | 12/6 | **GUEST SPEAKER**  **EXAM REVIEW** | **Case Study Due (3 pgs) (Selected cases)**  Weekly Discussion Question Due |
| 16 | 12/13 | **FINAL EXAM – Chapters 11-15** |  |