

VALENCIA COLLEGE

COURSE INFORMATION

INSTRUCTOR CONTACT INFORMATION

Instructor: Laurie Youngman

Email: lyoungman@valenciacollege.edu

Office Hours: available by appointment via Zoom

COURSE DESCRIPTION

Catalog 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, employee relations skills and problem-solving and decision-making abilities to cases that reflect work-related, human resources challenges.

Prerequisites

MAN 2300, MNA 2320, MNA 2325, and MNA 2403

COURSE OUTCOMES

1. Students will demonstrate knowledge and understanding of current issues and challenges in HR management.
2. Students will demonstrate knowledge of the relevant laws regarding HR.
3. Students will summarize employee relations issues.
4. Students will summarize recruitment, training and development, and retention issues.
5. Students will summarize performance management issues.
6. Student will summarize past and current issues regarding compensation and benefits.

TEXTBOOK & REQUIRED MATERIALS

To save students money and help ensure access to all of the course resources, we will be using free Open Education Resources.

In addition, we will discuss current events and use supplemental resources such as academic journals, videos, and case studies.

Computer Equipment and Technology

You will need a computer or access to a computer to complete all of the assessments for this course.

You may want to consider using Mozilla Firefox as your internet browser. If you have issues with your browser, try clearing your history, cookies, and cache. If you still experience any difficulties in Canvas, please contact VC Canvas help at 407-582-5600 so they can help you navigate the issue.

Learning and Life

I understand that we are all living, working, and learning in a challenging time. If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in the course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, PowerPoint, etc.) free for personal use. You can learn more about accessing these applications in Atlas, on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

COURSE COMPETENCIES

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think**, **Value**, **Communicate**, and **Act** described in the [Valencia College Catalog](#).

IMPORTANT DATES

Start Date: Monday, May 8, 2023

End Date: Sunday, July 30, 2023

Withdrawal deadline: June 30, 2023

COLLEGE POLICIES

No Show Policy

Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or 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. The policy can be located at the following link:

<http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/>

Withdrawal Policy

Per [Valencia policy](#) a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline.

A faculty member can withdraw a student up to the withdrawal deadline 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". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

If you drop the course(s) by the Drop/Refund Deadline, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) See (*College Policy: 6HX28:06-08.1 Student Fees and Refunds*) for more information.

Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's [International Student Services](#) office for more information.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. [Academic dishonesty](#) includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities \(OSD\)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure 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 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Statement of Support for Students with Food/Housing/Financial Needs

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](#) for information about resources that may be available from the college or community.

COLLEGE LINKS

[College Catalog](#)

[Valencia Policy Manual](#)

[Student Handbook](#)

[Microsoft Office Instructions for free software](#)

[Course Support](#): onsite, online tutoring, writing help, etc.

COURSE POLICIES

Attendance Policy

If you do not attend, as described below, for two weeks in the semester, you are subject to withdrawal. Attendance is recorded when you must submit at least one of the following items each week:

1. Submit an academic assignment.
2. Submit a quiz or exam.
3. Participate in a posted online academic discussion.

Logging into Canvas without submitting one of the above items does not count for attendance. If the syllabus notes additional activities that must be completed during a given week or time period for the student to be viewed as having “attended” the course, those instructions apply in addition to the minimal requirements listed above. The online course environment weeks run from Monday at 12:00 am EST to Sunday at 11:59 pm EST.

Should you be unable to participate in the class for an extended period of time (more than one week) due to illness, please contact me as soon as possible so we can develop a plan for you to make up the assignments and continue in the class.

Late Work/Makeup Policy

The student is responsible for submitting all assessments before their respective due dates. Late submissions will be considered on a case-by-case basis and deadlines will be extended if extenuating circumstances warrant. Please contact me if you need to request an extension due to an extenuating circumstance.

Copyright Policy

Students must do their own work; there are no exceptions. All written assignments are submitted to an online plagiarism checker. Students who plagiarize or cheat in any way, risk dismissal from the class and expulsion from the college.

Third Party Software & FERPA Policy

Valencia College has a firm commitment to protecting the privacy rights of its students.

Communication Policy

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, Canvas announcements, etc.) may affect your grade and are the responsibility of the student.

DISCLAIMER STATEMENT

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via the Canvas Inbox conversations tool.

Course Summary on last page.

Course Summary:

Date	Details	Due
Mon Oct 16, 2023	 Module 1 Discussion: Introductions	due by 11:59pm
Sun Oct 22, 2023	 Module 2a Discussion: Begin case analysis	due by 11:59pm
Sun Oct 29, 2023	 Module 2c discussion: Final case analysis	due by 11:59pm
Sun Nov 5, 2023	 Module 3a Discussion: Begin Case Analysis	due by 11:59pm
Sun Nov 12, 2023	 Module 3c: Final case analysis	due by 11:59pm
Sun Nov 19, 2023	 Module 4a Discussion: Begin case analysis	due by 11:59pm
Sun Nov 26, 2023	 Module 4c: Final case analysis	due by 11:59pm
Wed Dec 6, 2023	 Final paper	due by 11:59pm