



## Management (MGMT) 2115 Human Resource Management

### COURSE SYLLABUS

Online

Summer Semester 2018

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Vidalia Campus/Office 831 Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60003

Preferred Method of Contact: email [Vicki Spivey vspivey@southeasterntech.edu](mailto:Vicki_Spivey_vspivey@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Vicki Spivey

Email Address: [Vicki Spivey vspivey@southeasterntech.edu](mailto:Vicki_Spivey_vspivey@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/Office 831, Med-Tech Building (Gillis)

Office Hours: 10-11:30, 2-4

Phone: 912.538.3175

Fax Number: 912.538.3106

#### SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

#### REQUIRED TEXT

HR 4 Denisi/Griffin, Cengage Publishing, 2016

#### REQUIRED SUPPLIES & SOFTWARE

Microsoft Word is required.

Black, blue or red ink pens, number 2 lead pencils, erasers, jump drive, Universal Serial Bus, etc. and 3-subject notebook. Browser should be Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations.

## MAJOR COURSE COMPETENCIES

Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design; recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

## PREREQUISITE(S)

None

## COURSE OUTLINE

1. Strategic Human Resource Management
2. Contemporary Issues in HRM: Ethics, Diversity, Globalization
3. The Human Resource/Supervisor-Manager Partnership
4. Human Resource Planning and Productivity
5. Job Description Analysis, Development, and Design
6. Recruiting, Interviewing, and Selecting Employees
7. Performance Management and Appraisal Systems
8. Employee Training and Development
9. Disciplinary Action and Employee Rights
10. Employee Compensation and Benefits
11. Labor Relations and Employment Law
12. Technology Applications in HRM

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they

have read and understand the *STC Catalog and Handbook* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday.** Books are required on the **first day** of the semester.

### ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Late assignments will not be graded and tests cannot be made up.

### SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

### WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65 percent portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65 percent point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

After the 65 percent portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, July 11, 8:30 am in Lab 833. Please come by Office 831 to sign in or July 12, 2:30 pm at the Swainsboro Campus, Building 2, Room 2113. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.**

## EXIT EXAM

All students are required to take the Exit Exam during their last semester.

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

**No make-up exams are allowed and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Homework	30%
Discussion Boards	10%
HR Presentation	10%
Tests	30%
Proctored Event/Exam	20%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# Management (MGMT) 2115 Human Resource Management

## Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
May 15-20	<b>Chapter 1</b>	The Nature of Human Resource Management Contemporary Human Resource Management Perspectives Evolution of The Human Resource Management Function Human Resource Management in the Electronic Age Emerging Human Resource Management Challenges Goals of Human Resource Management Facilitating Organizational Competitiveness Enhancing Productivity and Quality The Setting for Human Resource Management The Human Resource Department in Smaller Versus Larger Organizations Human Resource Managers Careers in Human Resource Management  <b>HR Presentation due July 16</b>	Type Student Pledge  Type Student Introduction  Work on Chapter 1 Homework  Work on Chapter 1 Discussion Board	A, C, 1, 3
May 21- May 27	<b>Chapter 2</b>	The Legal Environment The Legal Context of Human Resource Management Equal Employment Opportunity Other Areas of Human Resource Regulation Evaluating Legal Compliance	Chapter 1 Homework Due  Chapter 1 Discussion Due  Work on Chapter 2 Homework  Work on Chapter 2 Discussion Board	A, C, 1, 2





Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
June 4-June 10	<b>Chapter 5</b>       <b>Chapter 6</b>	Information for Making Human Resource Decisions Human Resource Planning as a Source of Information Strategy as a Source of Information Economic Conditions as a Source of Information Job Analysis as a Source of Information The Job-Analysis Process  Human Resource Decision Making in Organizations Ethics and Human Resource Management Rightsizing the Organizations Managing Terminations and Retention Managing Voluntary Turnover  Work on Internet Presentation	Chapter 3-4 Test posted 06/05—06/12  Chapter 3 Homework Due  Chapter 3 Discussion Board Due  Chapter 4 Homework Due  Chapter 4 Discussion Board Due  Work on Chapter 5 Homework  Work on Chapter 5 Discussion Board  Work on Chapter 6 Homework	A, C, 1, 6
June 11-June 17	<b>Chapter 7</b>       <b>Chapter 8</b>	Recruitment and Selection Planning, Recruitment, and Selection Sources for Recruits The Selection Process Popular Selection Techniques The Selection Decision Reliability and Validity Legal and Effectiveness Issues in Recruiting and Selection  Managing a New and Diverse Workforce The Nature of Workforce Diversity Dimensions of Diversity The Impact of Diversity on Organizations Managing Diversity in Organizations Managing the Knowledge Function Human Resource Management and Social Issues	Chapters 5-6 Test posted 06/12—06/19  Chapter 5 Homework Due  Ch 5 Discussion Board Due  Chapter 6 Homework Due  Work on Chapter 7 Homework  Work on Chapter 8 Homework	A, C, 4

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
June 18- June June 24	<b>Chapter 9</b>  <b>Chapter 10</b>	Compensation and Benefits Developing a Compensation Strategy Determining What to Pay Wage and Salary Administration Pay Secrecy The Nature of Benefits Program Mandated Benefits Nonmandated Benefits Contemporary Issues in Compensation and Benefits  Performance Appraisal and Career Management Why Organizations Conduct Performance Appraisals The Performance Appraisal Process Methods for Appraising Performance Other Issues in Performance Management Legal Issues in Performance Appraisal Human Resource Management and Career Management Career-Development Issues and Challenges  Work on Internet Presentation	Chapter 7-8 Test posted 06/19—06/26  Chapter 7 Homework Due  Chapter 8 Homework Due  Work on Chapter 9 Homework  Work on Chapter 10 Homework	A, C, 1, 4
June 25- July 8	<b>Chapter 11</b>  <b>Chapter 12</b>	Managing Labor Relations The Role of Labor Unions in Organizations Trends in Unionization The Unionization Process The Collective Bargaining Process Negotiating Labor Agreements Resolving Impasses Labor Unions in the Twenty First Century  Safety, Health, Well-Being, and Security Employee Safety and Health The Physical Environment Stress and Stress Management at Work Workplace Security	Chapter 9 Homework Due  Chapter 10 Homework Due  Chapter 11 Read Only  Chapter 12 Read Only	A, C, 1, 2

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
July 11		Proctored Exam: 8:30 am (see syllabus for details) or	Chapters 9-10 Proctored Exam	
July 12		Proctored Exam: 2:30 pm (see syllabus for details)	Chapters 9-10 Proctored Exam	
July 16-	<b>Chapter 13 Read Only</b>	Motivation at Work A Basic Model of Performance Motivation and Needs Process Theories of Motivation Related Theories and Perspectives on Motivation	HR Presentation Due	
July 23	<b>Chapter 14</b>	Managing and Enhancing Performance: The Big Picture Enhancing Performance at Different Levels Alternative Work Arrangements Incentives and Performance-Based Rewards Performance Management and Feedback Evaluating Performance-Enhancement Programs		
July 24		<b>Semester Ends</b>		

#### COMPETENCY AREAS:

1. Strategic Human Resource Management
2. Contemporary Issues in HRM: Ethics, Diversity, Globalization
3. The Human Resource/Supervisor-Manager Partnership
4. Human Resource Planning and Productivity
5. Job Description Analysis, Development, and Design
6. Recruiting, Interviewing, and Selecting Employees
7. Performance Management and Appraisal Systems
8. Employee Training and Development
9. Disciplinary Action and Employee Rights
10. Employee Compensation and Benefits
11. Labor Relations and Employment Law
12. Technology Applications in HRM

#### GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.