



MGMT 2115 Human Resource Management

COURSE SYLLABUS

Online

Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60083

Preferred Method of Contact: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tina Jernigan

Campus/Office Location: Vidalia/Gillis Building Office 807

Office Hours: 2:00-4:30 p.m. Monday-Thursday or via appointment

Email Address: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu).

Phone: (912) 538-3123

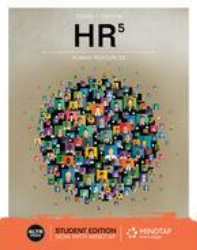
Fax Number: (912) 538-3106

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

HR5 + MindTap, 5th edition, Denisi, Angelo and Ricky Griffin, CENGAGE, Bundle ISBN: 9780357048184. **Note: Students may choose to purchase the book bundle (book w/MindTap) from the STC Bookstore OR purchase the Cengage Unlimited Access Code to obtain the e-book with MindTap. Both are NOT required.**



REQUIRED SUPPLIES & SOFTWARE

Students will be required to use Microsoft Word 2016 for this class. Try not to use an older version. If you do, do not use one older than 2013. Do **NOT** use WordPad or another processing app to complete assignments in.

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)

Assigned work for this course will be completed in MindTap. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class. **All tests and assignments are due at midnight (11:59 p.m. in MindTap) on Monday of each week.** Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course. Books and/or course materials 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" (Failing 0-59) 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 midnight on Monday 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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 arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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. The event will be monitored by the instructor or by an approved proctor. 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:

Swainsboro Campus: Tuesday, July 9, between the hours of 9-12 Noon, Building 2 Room 2113.

Vidalia Campus: Thursday, July 11, between the hours of 9-12 Noon, Lab 809 Gillis Building.

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

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

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:

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

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
MindTap Assignments	45%
Discussion Boards	10%
Tests	25%
Proctored Exam	20%

GRADING SCALE

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

MGMT 2115-Human Resource Management
Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Tuesday May 14		<p>First Day of the Semester!</p> <p>Note: Assignments for this class will be completed in MindTap. Go the Book/MindTap Information link in BB on the course menu for information on the course link and the course key that is required for students to gain access to the MindTap course. There will be NO book assignments uploaded in BB for this course.</p>	<p>Required Orientation Assignments:</p> <ul style="list-style-type: none"> -Click the Getting Started link on the course menu in the Blackboard course and complete the Getting Started items including the Pledge Quiz and Student Introduction. -Make contact with instructor via email to reserve spot and intent on completing the class. 	
Week 1 May 14-20	Chapter 1	The Nature of Human Resource Management	<ul style="list-style-type: none"> -Read Chapter 1 <p>Graded:</p> <ul style="list-style-type: none"> -Chapter 1 MindTap assignments -Discussion Board 1 -Chapter 1 Test <p>Chapter 1 assignments, test, and Discussion Board 1 due Monday, May 20, midnight.</p>	1,12 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 2 May 21-27	Chapter 2	The Legal Environment MEMORIAL DAY HOLIDAY- MONDAY, MAY 27 Note: Shift in due date for week 2 due to holiday.	-Read Chapter 2 Graded: -Chapter 2 MindTap assignments -Discussion Board 2 -Chapter 2 Test Chapter 2 assignments, test, and Discussion Board 2 due Tuesday, May 28, midnight.	2 a,c
Week 3 May 28- June 3	Chapter 3	The Global Environment	-Read Chapter 3 Graded: -Chapter 3 MindTap assignments -Discussion Board 3 -Chapter 3 Test Chapter 3 assignments, test, and Discussion Board 3 due Monday, June 3, midnight.	2 a,c
Week 4 June 4-10	Chapter 4	The Competitive Environment	-Read Chapter 4 Graded: -Chapter 4 MindTap assignments -Discussion Board 4 -Chapter 4 Test Chapter 4 assignments, test, and Discussion Board 4 due Monday, June 10, midnight.	3 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 5 June 11-17	Chapter 5 and 6	Information for Making Human Resource Decisions Human Resource Decision-Making in Organizations	-Read Chapter 5 and 6 Graded: -Chapter 5 MindTap assignments -Chapter 6 MindTap assignments -Discussion Board 5 -Chapter 5/6 Test Chapter 5 and 6 assignments, test, and Discussion Board 5 due Monday, June 17, midnight.	9 a,c
Week 6 June 18-24	Chapter 7 and 8	Recruiting, Selecting, Training, and Developing Employees Managing a New and Diverse Workforce	-Read Chapter 7 and 8 Graded: -Chapter 7 MindTap assignments -Chapter 8 MindTap assignments -Chapter 7/8 Test Chapter 7 and 8 assignments and test due Monday, June 24, midnight.	5,6,8,9 a,c
Week 7 June 25- July 8	Chapter 9 and 10	Compensation and Benefits Performance Appraisal and Career Management	-Read Chapter 9 and 10 Graded: -Chapter 9 MindTap assignments -Chapter 10 MindTap assignments Chapter 9 and 10 assignments due Monday, July 8, midnight.	7,10 a,c
July 1-4		SUMMER BREAK-NO CLASSES		

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 8 July 9-15	Chapter 11 and 12	Managing Labor Relations Safety, Health, Well-Being, and Security Proctored Exam Dates: Swainsboro Campus: Tuesday, July 9, between the hours of 9-12 Noon, Building 2 Room 2113 OR Vidalia Campus: Thursday, July 11, between the hours of 9-12 Noon, Lab 809 Gillis Building. Proctored exam will cover chapters 9, 10, and 11. No test on chapter 12.	-Read Chapter 11 and 12 Graded: -Chapter 11 MindTap assignments -Chapter 12 MindTap assignments Chapter 11 and 12 assignments due Monday, July 15, midnight.	11 a,c
Week 9 July 16-22	Chapter 13 and 14	Motivation at Work Managing and Enhancing Performance: The Big Picture	-Read Chapter 13 and 14 Graded: -Chapter 13 MindTap assignments -Chapter 14 MindTap assignments -Chapter 13/14 Test Chapter 13 and 14 assignments and test due Monday, July 22, midnight.	4,7,8 a,c
Tuesday July 23		SUMMER SEMESTER ENDS		

MGMT 2115 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.

GRADING SCALE AND ADDITIONAL COURSE INFORMATION

- Assignments from the textbook for this class will be completed in MindTap. A course link and course key will be provided for students to access the MindTap course. Assignments will be open all semester meaning students may choose to work ahead; however, the due dates are in place as shown on the course lesson plan and in MindTap. Students will only be allowed one attempt and cannot be completed after the due date. Any assignments not completed are assigned grades of zero. Instructor will take grades at the end of each week and manually enter those grades in the Blackboard course. Also in MindTap, students will have access to the e-book for this course.
- Five discussion boards will be completed weeks 1-5 in Blackboard. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- Chapter tests will be taken in Blackboard for this class. Chapter tests will be objective type tests including question types such as true/false, multiple choice, matching, etc. No books or notes are allowed when you take your exams.
- Proctored exam is scheduled during week 8. See lesson plan for scheduled dates. No study guide will be provided. The proctored exam for this class is over Chapters 9, 10, and 11.

***REVISED SUMMER SEMESTER 2019**

****INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**** LATE WORK WILL NOT BE ACCEPTED FOR THIS CLASS. GRADES OF ZERO WILL BE ASSIGNED FOR ANY MISSING WORK.**

MGMT 2115 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.