

BUS 361 - CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT

Doane University

Winter II Term, 2018 (3 credit hours)

Tuesday Evenings, 6pm-10pm

Jan 15, 2018 - Mar 10, 2018

Instructor:

Bill Kostner MBA

Email: william.kostner@doane.edu A response may be expected within 24 hours.

Course Description:

This course provides opportunities for students to conduct in-depth analyses involving topics such as employee recruitment and selection, performance evaluation and discipline, workplace discrimination, and recent issues raised by the Americans with Disabilities Act. Students successfully completing this course will be able to 1) list and explain the requirements of the primary employment laws, 2) identify specific discriminatory management practices related to employee recruitment, 3) selection, promotion, transfer, layoffs, and benefits, 4) discuss the requirements of the Americans With Disabilities Act, 5) discuss performance appraisal and the role that feedback plays in that process and 6) explain how to ensure fairness in the discipline process and the ramifications of a poorly designed program.

Prerequisite: Bus 242 or permission.

Course Learning Objectives:

- 1) Comprehend and utilize the general terms and principals of human resource management.
- 2) Comprehend the various federal regulations related to human resource management.
- 3) Utilize human resource management tools that may be used to hire and evaluate applicants.
- 4) Develop a general understanding of key human resource management terms and concepts.
- 5) Identify the key activities that may be taken to motivate employees in human resource management.

Course Outline (by week):

- 1) Read chapter 1.
- 2) Read chapter 2 & 3.
- 3) Read chapter 4. Midterm given out at class.
- 4) Read chapter 5. Midterm due back at class.
- 5) Read chapters 6 & 7.
- 6) Read chapter 8
- 7) Read chapter 9. Final given out at class.
- 8) Read chapter 10. Final due back at class. Final paper due.

Text:

Human Resource Management: Essential Perspectives, 7th edition, by Robert L. Mathis, John H. Jackson and Sean R. Valentine, published by Cengage Learning, 2016, ISBN# 978-1-305-11524-8.

Grading Scale:

A+ = 98-100%; A=greater than 92 & less than 98%; A-=90-92%; B+ =88 & less than 90%; B=greater than 82 and less than 88%; B-= 80-82%; C+ =78 & less than 80%; C= greater than 72 and less than 78; C- = 70-72%; D+ =68 & less than 70%; D =greater than 62 & less than 68%; D- = 60-62%; F=<60.

Grading:

Grades will be determined by the following, totaling 100% possible, per student:

1. Midterm Exam-----	30%
2. Final Exam-----	30%
3. Final Paper-----	30%
(A 5 page paper is due by the end of the term regarding the many types of rating scales available for performance appraisals. Please identify the positive and negative issues of each scaling method as noted in our text, and identify what you feel is the best rating scale for your company, and why?)	
4. Class Participation & Attendance-----	10%
Total.....	100%

Attendance Policy:

Students are required to complete all assignments, even if absent. The only officially valid reason for missing class is an absence due to illness, or due to work sponsored trips or activities that are beyond your control. Please notify your instructor or contact Doane University/Lincoln prior to missing any class meeting. Phone use, texting, emailing or distracting use of laptops or tablets in class are not appropriate during our class time. Assignments turned in late will be graded down one letter grade for every day late.

Study time: Expectation of the amount of time the course requires students to spend preparing and completing assignments. (Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.)

The Higher Learning Commission's, Doane University's accrediting body, definition of a credit hour can be accessed at this link <https://www.hlcommission.org/Policies/assignment-of-credits.html>

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica,

studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Late Work: Students must complete 75% of the course work in order to receive an incomplete grade. If students fall more than two weeks behind, they cannot meet this requirement.

Submitting Assignments: Assignments shall submitted by email to the nstructor, or turned in in class.

Academic Integrity: Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist1:

- 1) Cheating
- 2) Fabrication
- 3) Facilitating academic dishonesty
- 4) Plagiarism

For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Accommodation: – see student handbook

<http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Student Support: see student handbook <http://www.doane.edu/academic-success-center>

Harassment: see student handbook <http://catalog.doane.edu/content.php?catoid=5&navoid=452>

Grade appeal process: see student handbook

<http://catalog.doane.edu/content.php?catoid=5&navoid=238>