



SYLLABUS

Course Title	Human Resource Management
Course Number	BUS 212
Number of Credits	3 semester credits
Course Dates	10/15/18 - 12/15/18
Instructor	Gina Larson
Email Address	gina.larson@doane.edu
Office Hours/Availability	Wednesday and Thursday afternoons between 5-6pm and by appointment.
Phone Number	402-416-8714 phone or text till 10pm
Textbook Information: (e.g. title, edition, publisher, ISBN)	Mondy, W., & Noe, R., Human Resource Management 14th edition, Englewood Cliffs, NJ: Prentice-Hall ISBN #: 013384880
Additional Course Materials	N/A
Course Description	An introduction to the organization of human resources in business organizations. This course presents human resource issues in a manner relevant to all students and emphasizes practical applications for managers and supervisors in various organizations. Topics covered include the following: human resource environments, securing human resources, rewarding and developing human

	resources, and evaluating the human resource function.
Program Outcomes (PO)	<ul style="list-style-type: none"> a. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions b. Gain knowledge and understanding of the ethical and legal issues involved in business c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change e. Obtain an understanding of the value of diversity
Course Learning Outcomes/Objectives (CO)	<ul style="list-style-type: none"> 1. Demonstrate ability to apply current principles, policies, and practices related to the human resource field. 2. Develop and conduct a training covering current topic in the field of Human Resources. 3. Analyze and compare employee performance management and means of measuring performance. 4. Demonstrate skills in recruitment and election of candidates for employment. 5. Demonstrate the ability to locate and use resources for in-depth study of Human Resources. 6. Evaluate and summarize personal growth in the field of Human Resources.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Session	Topic	Content	Assessments/Activities	Assignment for next session
Session 1	Introduction to Human Resources	Review chapter 1, discussion over current events in Human Resources	Table Topic Activity (PO 1, CO 5)	Read chapters 2 & 3 Respond to article using guided worksheet
Session 2	Ethics, Social Responsibility, EEO, & Diversity	Chapter 2 & 3	Guided worksheet (PO 1) (CO 1) In-class case study (PO 2, CO 1)	Read Chapter 4, 5, & 6
Session 3	Staffing, Recruitment, Selection	Chapter 4, 5, & 6	Chapter 4, 5, & 6 packet (PO 1 & 2, CO 1 & 4)	Complete chapter 4, 5, & 6 packet due session 4 Read chapter 7 & 8

Session 4	Performance Management & Appraisal, Training & Development	Chapter 7 & 8	Training Graphic Organizer Completion (PO 1 & 2, CO 2, & 5) Performance Management & Appraisal group work (PO 1 & 2, CO 3 & 5)	Read chapter 9 & 10
Session 5	Compensation	Chapter 9 & 10	Complete outline for training (PO 2, CO 2 & 5)	Read chapter 12
Session 6	Internal Employee Relations	Chapter 12	Case study (PO 1, CO 5) Research summary of employee safety, health and wellness (PO 1, CO 5)	Read chapter 13 Informational Interview due session 7
Session 7	Employee Safety, Health, and Wellness	Chapter 13	Trainings conducted by pairs 1 & 2 (PO 2, CO 3 & 6) Informational Interview (PO 1 & 2, CO 5 & 6)	
Session 8	Current Events in Human Resources	Trends in Human Resources Wrap up class	Trainings conducted by pairs 3 & 4 (PO 2, CO 3, 5 & 6) Personal Growth review (CO 6)	Complete and submit all forms, submit personal growth review

Grading Assessments

Type of Assessment	Points	Total possible points
Chapter 4, 5 & 6 packet	100	100
Final Project	200	200
Pair Presentation	100	100
Informational Interview	100	100
Personal Growth Activity	20	20

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
F= 59% or below

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
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.
Late Work	Arrangements in advance with instructor must be made if student is not able to meet due dates for assignments, all late work will receive a 10% deduction per day past due date up to 3 days, after this time, a grade of 0 will be entered for this assignment. Communicating with

Attendance policy	<p>instructor is the best way to avoid this situation</p> <p>If a student misses 2 or more classes, a letter grade will be deducted from final grade. If a student misses more than 2 classes, they will fail the course. This course is a hands-on learning environment making it hard to make up work missed by absences.</p>
Submitting Assignments	Submitting assignments - Students will submit, Training Components, Informational Interview, Final Project via Blackboard. Worksheets & chapter 4, 5, & 6 packet to be submitted in class.
Communication Policy including Assignment Feedback	<p>Calls and text messages will be answered within a 4-hour window, those received after 10pm will be answered the following morning no later than 10am.</p> <p>All assignments received on time will be graded and provide feedback within 5 days.</p>
Academic Integrity Policy	New Academic Integrity Policy to be released AUTM 2018
Academic Support	<p>Please contact academicsupport@doane.edu</p> <p>https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>https://www.doane.edu/disability-services</p> <p>Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.</p>
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.