



## SYLLABUS

<b>Course Title</b>	Human Resource Management/Hybrid Course
<b>Course Number</b>	BUS 212
<b>Number of Credits</b>	3 semester credits
<b>Course Dates</b>	1/18/21-3/13/21
<b>Instructor</b>	Gina Larson- Hansen
<b>Email Address</b>	gina.larson@doane.edu
<b>Office Hours/Availability</b>	By appointment.
<b>Phone Number</b>	402-416-8714 phone or text till 10pm
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	Mondy, W., & Noe, R., Human Resource Management 14th edition, Englewood Cliffs, NJ: Prentice-Hall ISBN #: 013384880
<b>Additional Course Materials</b>	N/A

<b>Course Description</b>	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.
<b>Program Outcomes (PO)</b>	<ul style="list-style-type: none"> <li>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</li> <li>b. Gain knowledge and understanding of the ethical and legal issues involved in business</li> <li>c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components</li> <li>d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change</li> <li>e. Obtain an understanding of the value of diversity</li> </ul>
<b>Course Learning Outcomes/Objectives (CO)</b>	<ul style="list-style-type: none"> <li>1. Demonstrate ability to apply current principles, policies, and practices related to the human resource field.</li> <li>2. Develop and present on a current topic in the field of Human Resources.</li> <li>3. Analyze and compare employee performance management and means of measuring performance.</li> <li>4. Demonstrate skills in recruitment and election of candidates for employment.</li> <li>5. Demonstrate the ability to locate and use resources for in-depth study of Human Resources.</li> <li>6. Evaluate and summarize personal growth in the field of Human Resources.</li> </ul>

<b>Technology Requirements</b>	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>
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## Course Schedule

<b>Session</b>	<b>Topic</b>	<b>Content</b>	<b>Assessments/Activities</b>	<b>Assignment for next session</b>
<b>Session 1</b>	<b>Introduction to Human Resources</b>	<b>Review chapter 1, discussion over current events in Human Resources</b>	<b>Table Topic Activity (PO 1, CO 5)</b>	<b>Read chapters 2 &amp; 3 Complete Module work for week 2</b>
<b>Session 2</b>	<b>Ethics, Social Responsibility, EEO, &amp; Diversity</b>	<b>Chapter 2 &amp; 3</b>	<b>Guided worksheet (PO 1) (CO 1) In-class case study (PO 2, CO 1)</b>	<b>Read Chapter 4, 5, &amp; 6 Complete Module work for week 3</b>

<b>Session 3</b>	<b>Staffing, Recruitment, Selection</b>	<b>Chapter 4, 5, &amp; 6</b>	<b>Chapter 4, 5, &amp; 6 packet (PO 1 &amp; 2, CO 1 &amp; 4)</b>	<b>Read chapter 7 &amp; 8 Complete module work for week 4</b>
<b>Session 4</b>	<b>Performance Management &amp; Appraisal, Training &amp; Development</b>	<b>Chapter 7 &amp; 8</b>	<b>Presentation Graphic Organizer Completion (PO 1 &amp; 2, CO 2, &amp; 5) Performance Management &amp; Appraisal group work (PO 1 &amp; 2, CO 3 &amp; 5)</b>	<b>Read chapter 9 &amp; 10 Complete module work for week 5</b>
<b>Session 5</b>	<b>Compensation</b>	<b>Chapter 9 &amp; 10</b>	<b>Complete outline for presentation (PO 2, CO 2 &amp; 5)</b>	<b>Read chapter 12 &amp; 13 Complete module for week 6</b>
<b>Session 6</b>	<b>Internal Employee Relations Employee Safety, Health, and Wellness</b>	<b>Chapter 12 &amp; 13</b>	<b>Case study (PO 1, CO 5) Research summary of employee safety, health and wellness (PO 1, CO 5)</b>	<b>Read articles on current events in HR Complete module work for week 7</b>
<b>Session 7</b>	<b>Discuss and practice In- basket Activity Current trends in HR discussion</b>		<b>Work on In-Basket Activity (PO a,c, CO 1, 5) Report Paper (PO a,b,c,e, CO 1,2,5)</b>	<b>Report paper due Prepare for presentations</b>

<b>Session 8</b>	<b>Current Events in Human Resources</b>	<b>Trends in Human Resources Wrap up class</b>	<b>Presentations conducted (PO 2, CO 3, 5 &amp; 6) Personal Growth review (CO 6)</b>	<b>In-Basket Activity Due submit personal growth review</b>
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#### Grading Assessments

Type of Assessment	Points	Total possible points
Chapter 4, 5 & 6 packet	100	100
Final Project	200	200
Presentation/Report Paper	200	200
Modules (4)	50x4	200
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

<b>Participation Policy</b>	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.
<b>Study Time</b>	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.
<b>Late Work</b>  <b>Attendance policy</b>	<p>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 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>
<b>Submitting Assignments</b>	Submitting assignments - Students will submit, Training Components, Informational Interview, Final Project via Blackboard. Worksheets & chapter 4, 5, & 6 packet to be submitted in class.
<b>Communication Policy including Assignment Feedback</b>	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>All assignments received on time will be graded and provide feedback within 5 days.</p>
<b>Academic Integrity Policy</b>	<p>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 defined in four categories:</p> <ol style="list-style-type: none"> <li>1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</li> <li>2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</li> <li>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</li> <li>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</li> </ol> <p><i>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:</p> <p><a href="http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic_Dishonesty">http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic Dishonesty</a></p>
<b>Academic Support</b>	<p>Please contact academicsupport@doane.edu</p> <p><a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a></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.</p>
<b>Military Services</b>	<p><a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a></p>

<b>Anti-Harassment Policy</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a>
<b>Grade Appeal Process</b>	<a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a>
<b>Credit Hour Definition</b>	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.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.