

Course Title	Human Resources Management
Course Number	BUS 602
Number of Credits	3
Course Dates	AUTM (August 13- October 13 2018)
Instructor	Bill Kostner
Email Address	william.kostner@doane.edu
Office Hours/Availability	4pm-6pm Tuesdays during our term
Phone Number	Please email me at william.kostner@doane.edu
Textbook Information: (e.g. title, edition, publisher, ISBN)	Human Resource Management, 15 th edition, by Robert L. Mathis, John H. Jackson, Sean R. Valentine & Patricia A. Meglich, published by Cengage Learning, copyright 2017. ISBN 9781305500709.
Additional Course Materials	N/A
Course Description	A focus on the field of human resource planning at the organizational level. Topics include the analysis of present systems; familiarization with human resource models, ideas, theories, and instruments; forecasting future needs; procurement of an appropriate labor pool; knowledge of labor legislation; design and implementation of new systems; and an examination of current trends in the human resource field.
Program Outcomes	(MAM)
	Graduates will analyze and apply prominent theories of leadership when addressing organizational issues and problems

	Graduates will reflect on their own skill and abilities as leaders and apply abilities personally and professionally (MBA) Graduates will be able to use research-based quantitative and qualitative information and critical thinking skills, to innovate, solve problems and make sound decisions. Graduates will evaluate data to assess organizational performance and human resources management.
Course Learning Outcomes/Objectives	 1 Interpret strategic implications of each major human resources function 2 Defend the basic tenants of recruiting and retention 3 Employ the nature of compensation and benefits management 4 Synthesize the concepts comprising organizational development and training 5 Summarize the ways in which employee relations professionals work 6 Explain the ways in which these major human resources functions are interrelated 7 Evaluate the legal implications of human resources decisions
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1.	HR Management	Chapter 1.	1, 5 & 6	
2.	HR Strategy & EEOC	Chapters 2 & 3.	1 & 7	
3.	Job Analysis and Retention	Chapters 4 & 5.		
4.	Recruitment & Selection	Chapters 6 & 7.	2	Midterm given out.
5.	Training & Development	Chapters 8 & 9.	4	Midterm due back.
6.	Performance Management & Total Rewards	Chapters 10 & 11.		Group presentations begin.
7.	Variable Pay & Employee Benefits	Chapters 12 & 13.	3	Final given out & presentations continue.
8.	Final Review of All Chapters	Chapters 1-13	6	Final due back & presentations end.

Grading Assessments

Type of Assessment	Points	Total possible points
Midterm Exam	100	30%
Final Exam	100	30%
Group Presentation	100	30%
Class contribution, participation & attendance	100	10%

Grade Scale (Grade scale will be program specific. Please check with the applicable Program Director for this information.)

A=90%-100% B= 80-90% C= 70-80% D= 60-70% 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.

	Students who miss two classes, without a proper excuse, will result in a reduction of their overall grade by one letter grade. Missing three classes, without a proper
	excuse, will result in the failure of this course. What you learn in this class is directly related to your level of participation. Each student is responsible for all work missed regardless of the reason for the absence. There is no such thing as an automatic excuse from any segment of academic endeavor, nor is there an automatic extension of due date for assigned work. A student is expected to contact instructors before an absence occurs to receive the next assignment or make-up assignment.
Study Time	Expectation of the amount of time the course requires students to spend
Study Time	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	Unless the instructor was notified ahead of a due date and an approval received, students will be penalized for completing coursework late. The penalty is a one grade reduction for every day late. Coursework more than one week late will not be accepted. All due dates and times are to be Central Standard Time (CST).
Submitting Assignments	Please return assignments to class, or return to me by 11:59pm on the date due, by email. Please obtain my acknowledgement of receipt.(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)
Communication Policy	I will respond to any email within 24 hours, if not sooner.
including Assignment Feedback	
Academic Integrity Policy	Add new University policy once final.
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services 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.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti Hanasarant Dalis	http://catalog.doano.odu/content.php?cataid=E9.payoid=452
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452 http://catalog.doane.edu/content.php?catoid=5&navoid=238
Grade Appeal Process	intp.//catalog.uoane.euu/content.pnpfcatolu=3&ndv0lu=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.