



DOANE

UNIVERSITY

SYLLABUS

Course Title	Human Resources Management
Course Number	BUS 602
Number of Credits	3
Course Dates	10/15/18-12/15/18
Instructor	Randy Blair
Email Address	Randy.blair@doane.edu
Office Hours/Availability	As needed.
Phone Number	309-380-4566 phone or text
Textbook Information: (e.g. title, edition, publisher, ISBN)	Human Resource Management Paperback Publisher: McGraw-Hill Education; 11th International Edition Language: English ISBN-10: 9814714305
Additional Course Materials	N/A
Course Description	A focus on the files 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	Graduates will demonstrate an understanding of strategic planning and vision setting in the development of innovative business strategies around human resources. Graduates will be able to communicate and critique complex strategies, verbally and in writing in the management of organizational human resources.

Course Learning Outcomes/Objectives	Apply forecasting, theories and human resource models Evaluate the design and implementation of HR systems Examine current trends in HR field Analyze existing models for effectiveness and improvement opportunities in human resource management.
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	Introduction and Background of Human Resources	Read Section 1, pages 1 - 88	Multiple choice quiz on EEOC regulations	Week 2 by 6 p.m.
2	Acquiring Human Resources	Read Section 2, pages 89-152	Development of job description and interview protocol	Week 4 by 6 p.m.
3	Training and Developing Employees	Read Section 3, pages 153-240	Designing a training program	Week 6 by 6 p.m.
4	Training and Developing Employees	Read Section 3, pages 153-196	N/A	N/A
5	Compensating Human Resources	Read Section 4, pages 241-332	N/A	N/A
6	Employee Well-being and Labor Relations	Read Section 5, Pages 333-374	Developing an Employee Recognition and Reward Program	Week 8 by 6 p.m.
7	Employee Well-being and Labor Relations	Read Section 5, Pages 375-408	N/A	N/A
8	Managing Unique Organizational Structures	Video and classroom discussion	N/A	N/A

Grading Assessments

Type of Assessment	Points	Total possible points
Multiple choice quiz on EEOC regulations	25	25

Job description and interview protocol	25	25
Organizational training program	25	25
Employee recognition and reward program	25	25

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	<p>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.</p> <p>(Faculty to insert any additional class participation; see resource page for ideas.)</p>
Study Time	<p>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.</p>
Late Work	<p>(Include expectations regarding late work; please see attachment for examples.)</p>
Submitting Assignments	<p>(Include expectations regarding students' submission of assignments, for example, in class or in Blackboard.)</p>
Communication Policy including Assignment Feedback	<p>(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.)</p>
Academic Integrity Policy	<p>New Academic Integrity Policy to be released AUTM 2018</p>
Academic Support	<p>Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support</p>
Disability Services	<p>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.</p>
Military Services	<p>https://www.doane.edu/graduate-and-adult/military</p>
Anti-Harassment Policy	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=452</p>
Grade Appeal Process	<p>http://catalog.doane.edu/content.php?catoid=5&navoid=238</p>
Credit Hour Definition	<p>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</p>

	(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.