



SYLLABUS

Course Title	Human Resource Strategy
Course Number	BUS 418 ONL
Number of Credits	3
Course Dates	5/20/19 - 7/20/19 online, over the Summer Term
Instructor	William (Bill) Kostner
Email Address	william.kostner@doane.edu
Office Hours/Availability	You may reach me as needed by email. I will return your email within 24 hours.
Phone Number	402-310-2601
Textbook Information: (e.g. title, edition, publisher, ISBN)	<i>Human Resource Management - Linking Strategy to Practice</i> , by Greg Stewart & Kenneth Brown, published by John Wiley & Sons, Inc., 3rd Edition, Copyright 2014.
Additional Course Materials	N/A.
Course Description	An advanced exposure to relevant human resource management topics, using a case-based analytical approach. Emphasis is placed upon how strategic human resource decisions interplay with the

	<p>overall strategies of an organization. Upon successful completion of this course, students will be able to: 1) explain the relationship of human resource strategy with overall organization strategy; 2) describe how an organization's external and global environments directly and indirectly impact strategic human resource management decisions; 3) elucidate strategies for effective recruitment, selection, and retention of employees; 4) discuss ways to increase productivity through organizational restructuring, job design, and effective leadership; and 5) delineate the characteristics of a good disciplinary climate.</p>
Program Outcomes	<p>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</p> <p>b. Gain knowledge and understanding of the ethical and legal issues involved in business</p> <p>c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components</p> <p>d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change</p> <p>e. Obtain an understanding of the value of diversity</p>
Course Learning Outcomes/Objectives	<p>1)Develop a general understanding of human resource strategy.</p> <p>2)Develop a better understanding of management options in human resource strategy.</p> <p>3) Learn advanced human resource principles.</p>
Technology Requirements	<p>https://www.doane.edu/faq/minimum-computer-requirements</p>

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1- Start 5/20/2019	Read chapter 1	Complete module 1	Complete assignments	Due by 11:59pm Sunday, 5/26/2019
2- Start 5/27/2019	Read chapters 2 & 3	Complete module 2	Complete assignments	Due by 11:59pm Sunday, 6/2/2019
3- Start 6/3/2019	Read Chapter 4	Complete module 3	Complete assignments	Due by 11:59pm Sunday, 6/9/2019
4- Start 6/10/2019	Read Chapters 5 & 6	Complete module 4	Complete assignments	Due by 11:59pm Sunday, 6/16/2019
5- Start 6/17/2019	Read Chapters 7 & 8	Complete Module 5	Complete assignments	Due by 11:59pm Sunday, 6/23/2019
6- Start 6/24/2019	Read Chapters 9 & 10	Complete Module 6	Complete assignments	Due by 11:59pm Sunday, 6/30/2019

7- Start 7/1/2019	Read Chapters 11 & 12	Complete Module 7	Complete assignments	Due by 11:59pm Sunday, 7/7/2019
8- Start 7/8/2019	Review Chapters 1-12	Complete Module 8	Complete assignments	Due by 11:59pm Sunday, 7/14/2019

Grading Assessments

Type of Assessment	Points	Total possible points
Quizzes	20 points x 3	60
Discussion Boards	30 points x 9	270
Journals	20 points x 5	<u>100</u>
Papers	20 points x 11	<u>220</u>
Interactive Drag & Drops	15 points x 5	<u>75</u>
Fishbone Diagrams	15 points x 4	<u>60</u>
Video Introduction	20 points x 1	<u>20</u>
Final Exam	30 points x 1	<u>30</u>

Online Courses ONLY

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Communicating with the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Question Center” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Question Center” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: <http://www.doane.edu>

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:

http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Submitting Assignments

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

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 complete assignments online, every week. Regular engagement is expected for on-line courses.
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	Work turned in late will be lowered one course grade for every day it is late. Therefore an A grade that is late one day will become a B, etc. If issues come up beyond your control, please contact your instructor.
Submitting Assignments	Please submit all assignments through blackboard. If problems come up please contact me via email.
Communication Policy including Assignment Feedback	Please let me know if you have any issues in meeting your assignments or in attending classes. We can discuss and make arrangements for assignments if events are beyond your control. I will plan to email students your final grades as soon as possible.
Academic Integrity Policy	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>Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</p> <p>Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</p> <p>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.</p> <p>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.</p> <p>Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</p> <p>For more information on the sanctions for academic dishonesty, please visit the website: https://catalog.doane.edu/content.php?catoid=16&navoid=1333</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.</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	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.