



DOANE
UNIVERSITY

SYLLABUS

Course Title	Contemporary Issues in Human Resource Management
Course Number	BUS 361 ONL
Number of Credits	3
Course Dates	1/13/20 - 3/7/20
Instructor	Jeff Frohwein
Email Address	jeffrey.frohwein@doane.edu
Office Hours/Availability	<p>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:</p> <ol style="list-style-type: none">1. Course syllabus2. Announcements in Canvas3. The “Water Cooler” discussion board <p>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.</p> <p>If you cannot find an answer to your question, please first post your question to the “Water Cooler” 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.</p>

	<p>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, you are welcome to 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.</p> <p>If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).</p>
Phone Number	605-366-5562
Textbook Information: (e.g. title, edition, publisher, ISBN)	<p>Required</p> <p>Mathis, R. L. et al (2017). Human Resource Management: 15th edition. Cengage Learning. ISBN-10: 1305500709, ISBN-13: 978-1305500709</p>
Additional Course Materials	
Course Description	<p>This course provides opportunities for students to conduct in-depth analyses involving topics such as: employee recruitment and selection, performance evaluation and discipline, workplace discrimination, and recent issues raised by the Americans with Disabilities Act. Students successfully completing this course will be able to: 1) list and explain the requirements of the primary employment laws, 2) identify specific discriminatory management practices related to employee recruitment, 3) selection, promotion, transfer, layoffs, and benefits, 4) discuss the requirements of the Americans with Disabilities Act, 5) discuss performance appraisal and the role that feedback plays in that process, and 6) explain how to ensure fairness in the discipline process and the ramifications of a poorly designed program.</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	Contact program director for appropriate CLOs.
Course Prerequisites	BUS 242 or permission
Instructional Details	(Details on the instructional approaches to be used in the course. Example: <i>This course will use a combination of lecture, large class discussion, and small group conversations for the development of course topics and themes.</i>)
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week	Assignment	Points	Due Date (by 11:59 PM CST)

<p>Week 1</p> <p>January 13th - January 19th</p>	<ul style="list-style-type: none"> • Self-Introduction Discussion • Module 1 Discussion • Case Study • Quiz: Chapter 1 and 2 • Module 1 Reflection Journal 	<ul style="list-style-type: none"> • 10 • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post due Thursday; peer replies due Sunday • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday
<p>Week 2</p> <p>January 20st - January 26th</p>	<ul style="list-style-type: none"> • Module 2 Discussion • Case Study • Quiz: Chapter 4 and 5 • Module 2 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday
<p>Week 3</p> <p>January 27th - February 2nd</p>	<ul style="list-style-type: none"> • Module 3 Discussion • Case Study • Quiz: Chapter 3, 6 and 7 • Module 3 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday

<p>Week 4</p> <p>February 3th - February 9th</p>	<ul style="list-style-type: none"> • Module 4 Discussion • Case Study • Quiz: Chapter 8 and 9 • Module 4 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday
<p>Week 5</p> <p>February 10th - February 16th</p>	<ul style="list-style-type: none"> • Module 5 Discussion • Case Study • Quiz: Chapter 10 and 11 • Module 5 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday
<p>Week 6</p> <p>February 17th - February 23th</p>	<ul style="list-style-type: none"> • Module 6 Discussion • Case Study • Quiz: Chapter 12 and 13 • Module 6 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday

Week 7 February 24th - March 1rd	<ul style="list-style-type: none"> • Module 7 Discussion • Case Study • Quiz: Chapter 14 • Module 7 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Sunday • Due Sunday • Due Sunday • Due Sunday
Week 8 March 2nd - March 7th	<ul style="list-style-type: none"> • Module 8 Discussion • Case Study • Quiz: Chapter 15 and 16 • Module 8 Reflection Journal 	<ul style="list-style-type: none"> • 25 • 25 • 20 • 25 	<ul style="list-style-type: none"> • Initial post Thursday; peer replies due Saturday • Due Saturday • Due Saturday • Due Saturday

Grading Assessments

Discussions	(8 at 25 points)
Case Study	(8 at 25 points)
Reflection Journal	(8 at 25 points)
Quiz	(8 at 20 points)
<u>Self Introduction</u>	<u>(10 points)</u>

Total Points Possible: 770

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 Canvas
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.

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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 Canvas for the facilitation of communication between faculty and students, submission of assignments, and posting of grades.

Submitting Assignments

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

Campus Network or Blackboard Outage

When access to Canvas 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 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	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, prior to the deadline.
Submitting Assignments	Please submit all assignments either in class or via my Doane email.
Communication Policy including Assignment Feedback	Please let me know if you have any issues in meeting your assignments or in attending classes. We discuss and make arrangements for assignments if events are beyond your control. I will plan to email all students their grades.
Academic Integrity Policy	<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"> 1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 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. 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. <p><i>Gehring, D., Nuss, E.M., & 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>https://catalog.doane.edu/content.php?catoid=16&navoid=1333</p>

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.</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.
Doane Syllabus Addendum	Each student is responsible for being aware of the policies, resources, and expectations as specified in the Doane Syllabus Addendum located at https://www.doane.edu/Syllabus .