HUMAN RESOURCE MANAGEMENT
HRPO 2301.63400
Spring 2016
Class Meets Virtually from 1/19/2016-5/13/2016
STUDENT SYLLABUS

W. Russell Brown  Instructor  Email answered within 24 hr. Except weekends
E-mail: wrb6410@dcccd.edu  Telephone  Home: 903-362-4444 before 8:00 p.m.
Division: Business, Computer, Math and Technical Programs  Division Office Phone: 214-860-8848

*When emailing the instructor with questions, please include your name and course. No phone calls after 8:00 p.m.

STUDENT SYLLABUS
NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies as circumstances may dictate.

Note: When using ECampus it’s imperative that you scroll down when using each section of the software. Many times important information is not visible unless you scroll down!!!!


Computer: Students are required to be able to access the Internet each day. If your computer fails you must locate another source of internet access.

COURSE DESCRIPTION:

This course is geared toward all students of management, not just those who intend to become Human Resources Managers. It focuses on a variety of personnel topics such as job analysis, personnel planning and recruiting, testing
and selection, compensation, training and development, etc. Throughout, it follows an integrated theme of motivating employees and developing a philosophy of how personnel are developed. The legal environment of human resources is covered as well.

COURSE LEARNING OUTCOMES

Describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; discuss management's ethical, social, and legal responsibilities; assess methods of compensation and benefits planning; and analyze the role of strategic human resource planning in support of organizational mission and objectives.

Statement of Workplace and Foundation (SCANS) Competencies:

Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies

- Manage Resources: time
- Exhibit Interpersonal Skills: teach others, and negotiate with others
- Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
- Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

Foundation Skills

- Demonstrate Basic Skills: reading, writing, and listening
- Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
- Exhibit Personal Qualities: individual responsibility, and self-management

DROP POLICY:

Six Drop Limit
STOP BEFORE YOU DROP  For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/6drop

IT IS YOUR RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE: FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF “F”. You must drop by the drop date on your fee receipt.
The drop date is Thursday, April 14th.

FINANCIAL AID:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

EVALUATION PROCEDURES:
The following lists a summary of the course requirements;
   Exam #1...........Chapters 1-4
   Exam #2...........Chapters 5 – 8
   Exam #3...........Chapters 9 - 12
   Exam #4...........Chapters 13 - 16

GRADING:
The grading system will be based on weighted percentages. The grading percentages are listed below. Note: The Bb grade book average is a running total and is based on exams and assignments that have posted grades. A blank in the grade book doesn’t calculate in the average. This will cause a temporary drop in the course average listed in Bb. At the end of the semester a grade of zero will be posted for any non complete exams and all other assignment grades, resulting in a reduction in the course average.

The grading percentages are listed below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn Smart (2% each)(drop four lowest)</td>
<td>24%</td>
</tr>
<tr>
<td>Exams (4) (10% each)</td>
<td>40%</td>
</tr>
<tr>
<td>Homework (6) (6% each)</td>
<td>36%</td>
</tr>
</tbody>
</table>

Total 100%

Course grades will be assigned based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>59% or less</td>
</tr>
</tbody>
</table>

Learn Smart/Smart Book/Smart Book (Learn Smart/Smart Book in Connect+)

- There are sixteen chapter Learn Smart/Smart Book assignments in Connect + (Learn Smart/Smart Book). Learn Smart/Smart Book assignments are designed to interactively involve the student in engaging chapter learning goals and concepts. Participation in each
Learn Smart/Smart Book assignment assists student **Learning** and preparation for unit exams. **Learn Smart/Smart Book assignments can’t be submitted late for any reason.** (Students will be allowed to drop four (4) Learn Smart/Smart Book assignments during the semester) Learn Smart are not timed and can be opened, closed, and re-accessed until the due date listed in the course syllabus Summary of Due Dates.

Students engaging Learn Smart/Smart Book only for the purpose of posting a grade will miss the opportunity to actually engage and learn course material. Students sometimes complete Learn Smart/Smart Book with a grade of 100, then post a poor exam score, and ask why? There is nothing magical about Learn Smart/Smart Book each assignment still requires engagement of chapter material, study, and real learning. All of these require work and commitment.

**NOTE:** Learn Smart/Smart Book can be reopened after the grade due date and utilized for exam preparation. **Only the grade posted prior to the due date will count toward the course average.** Any grade accomplished after the due date will not count toward the course average.

Students should complete Learn Smart/Smart Book assignments at least one day prior to the due date. Allowing significant time to address technology related issues is the student’s responsibility.

*Note: Computer Compatibility is critical to insuring Learn Smart assignments work correctly on the student’s computer. Students are responsible to check and insure their computer is compatible prior to beginning Learn Smart Assignments.*

**EXAMINATION AND TESTING:**

**Chapter Exams**-Exams are taken in Connect Plus. You will be required to complete examinations during the course of the semester. Time periods for exams are listed on the summary of due dates. You may take an exam at any time during the regular exam period or the extended exam period but you must complete an exam by **11:59 p.m.** on the last date of the exam period. All exams will be reopened at the end of the semester (Extended Exam Period). Any student failing to take an exam during the specified exam period or the extended exam window at the end of the semester will be assigned a grade of zero **(No Exceptions, if you wait until the very end of the exam window you are responsible for any risk incurred. i.e. computer failure, personal issues, and any other event that results in the exam not being taken during the exam window).**

Attempting to take multiple numbers of exams during the extended exam period is a difficult challenge. I advise all students to take exams and post a good exam score during the regular exam periods.

The exams are online and there are unlimited attempts. The highest **score is counted for grading purposes.** Each exam is 100 points each (40 questions). Exams have a **one hour and twenty minute time limit,** (you are not allowed to open, save, and reopen an exam, students must complete
an exam in one hour after the exam is opened). Locked exams require a manual unlock by the instructor and a grade of zero is posted. If a student exceeds the one hour and twenty minute time limit the exam is graded at the one hour and twenty minute time limit and a grade is posted. If a student waits until the last day of an exam window to take an exam and the student locks an exam, and Bb post a grade of zero for the locked exam, and a previous score hasn’t been posted, the student could end the exam window with an exam grade of zero (To avoid this result students should complete exams the day before the exam window closes/taking exams on the day the exam is due is at the student’s risk).

Note: Students that opt to complete exams during the extended exam window (see syllabus for extended exam window) will not have a grade posted in the Bb Grade Book until the exam is submitted. Failure to submit the exam during the extended exam window will result in a grade of zero being posted after the extended window. Students must be aware that posting of zeros for exams after the extended window will significantly impact (reduce) their course average late in the semester.

THIS IS WHY WAITING UNTIL THE DAY AN EXAM WINDOW CLOSES IS DANGEROUS, AND ALL STUDENTS SHOULD COMPLETE EXAMS THE DAY PRIOR TO THE LAST DAY OF AN EXAM WINDOW. STUDENTS SHOULD POST A REASONABLE EXAM SCORE NUMEROUS DAYS PRIOR TO AN EXAM WINDOW CLOSING, AND THEN SEEK TO IMPROVE ON THE POSTED GRADE IF THEY DESIRE!

Please remember after you have answered all of the exam questions to hit the “submit” key and then hit the “ok” key (failure to properly submit the exam causes you to exceed the one hour time limit).

Do not double click will taking exams!!!! Note: You are responsible to verify in your grade book that a grade posted after you complete an exam.

(If you wait until the very end of the exam window you are responsible for any risk incurred. i.e. computer failure, personal issues, and any other event that results in the exam not being taken during the exam window). I suggest you locate each exam due date, and back out that date by one day for planning and exam taking purposes. If you lock out of an exam on the day an exam is due you will receive a zero for the exam. Take this advice seriously and understand exam windows will not be extended beyond the posted date!!!! (Each semester at least one student attempts to take exams on the last day, locks out, and receives a zero, don’t let that be you!!)

Discussion Board

Discussion Forum: Participate in Discussion Forum (Located in eCampus, it’s the Discussion Board button). This could include current event discussions, problem solving situations, and/or question analysis. The Introduction to the Class Discussion Question is a way of getting to know your classmates and must be completed by the due date listed in the course syllabus Summary of Due Dates. Failure to post to the Introduction to Class by the required due date will result in withdrawal from the course.
REQUIRED Homework (Connect +):

Six chapters (3, 6, 8, 11, 13, 14) have homework assignments in Connect Plus. There are unlimited attempts. Each homework module consist of assignments worth a total of 100 points. Each homework module is weighted in the course average at 6%.

Note: Students that opt to submit homework late (see syllabus for late penalty) will not have a grade posted in the Bb Grade Book until the assignment is submitted. Failure to submit the assignment by the late date will result in a grade of zero being posted after the late date. Students must be aware that posting of zeros for assignments after the late date will significantly impact (reduce) their course average late in the semester.

Note: Computer Compatibility is critical to insuring Learn Smart assignments work correctly on the student’s computer. Students are responsible to check and insure their computer is compatible prior to beginning Learn Smart Assignments.

Certification of Course Participation: All students must introduce themselves on the Introduction to Class Discussion Question by the date listed in the course syllabus Summary of Due Dates. Failure to do so can result in not being certified in the course.

Course Communication: I communicate during the course through email and the course Announcement page in Blackboard. It’s imperative you check your email (each day) and the Announcement Page in eCampus each time you enter Bb (Don’t forget to scroll down in Bb!).

**Students should always seek to communicate with the instructor via email first. This prevents phone tag and increases response time. If the instructor determines email isn’t adequate, the instructor will contact the student (phone numbers in eCampus). When emailing the instructor always present an intelligent/informed question, for example, stating “I don’t understand anything” doesn’t indicate effort has been expended related to the course material, assignment, etc.**
I respond to email within twenty four hours (24) M-F. I respond to emails on the weekend based on my access to the internet. Students are responsible for insuring there is email storage space, any email not received are the responsibility of the student.

Students are required to be able to access the Internet each day. If a student’s computer becomes inoperable (inoperable computer isn’t an exemption from course due dates) the student is required to find a location to access the Internet.

NOTE: Any form of communication not conducive to appropriate college course etiquette via the Discussion Board or Emails to the instructor will not be tolerated.

Late work: All chapter homework must be completed by the due date listed in the Summary of Course Due dates at 11:59 p.m. There will be a 1 point deduction per day for each chapter homework (Chapters 3,6,8,11,13,14) assignment until the late work due date posted in the Summary of Due Dates. (No exceptions!)

All exams must be completed by the due date listed in the Summary of Course Due dates at 11:59 p.m. (No exceptions!) See syllabus for information on Extended Exam Period.

All Learn Smart assignments must be completed by the due date listed in the course syllabus Summary of Due Dates, 11:59 p.m. (No Exceptions)

You are responsible for any and all events that would prevent you from completing homework and exams by the due date (examples: if you wait to the last few days, or hours to take an exam and you have personal issues (personal illness, death in the family, etc.) or the technology fails (your computer crashes, electricity fails, etc.) you will be awarded a zero. If this results in you failing the course, you fail the course!!!!

All the due dates or posted on the syllabus and I give you flexibility to manage your own time and the course. So if you wait until the end you do so at your own risk!!!!!

Course Certification: Students can be certified in the course up until Wednesday, January 28th, 11:59 p.m. by logging into eCampus and participating in the course. Due dates in the course will not be extended regardless of when students participate in the course prior to the certification date.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult.
Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

**Institution Policies:** Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

**Blackboard/eCampus Grade Book:** Please note any blank column in the Bb grade book for exams or chapter homework will eventually have zeros posted after the late date for homework and the closure of the extended exam window. Failure to post grades for chapter homework and exams by their respective due dates and the resulting zero grades will significantly reduce each students course grade at the end of the semester.

**Connect Plus Instructions:**

GETTING STARTED/How to Access Connect + in Blackboard.

To get started with Connect and Blackboard, follow these steps:

1. Locate your Connect Access Code or have a credit card handy to buy online. Or use the “Start Free Trial” option to receive temporary access for up to 2 weeks while you decide to continue with the course or just want to try the Connect Plus eBook before you buy.

2. Log in to your institutions Blackboard site and go to your course.

3.  
   - Click on the *Connect Assignments* tab in your Blackboard course,
   - To Register for Connect + Click on the Learn Smart Chapters for Exam 1 folder, then click on the LS Chapter 1 Managing Human Resources and follow the instructions.

4. Follow the steps to register (or sign-in if you already have a McGraw-Hill Connect account). You'll create a username and password that is different from your Blackboard ones. We recommend you use your school/institution email address. Once you register, you will not have to sign into Connect again.
5. Once you are finished with your assignment, you can quickly return to your Blackboard course by clicking on the “return to Blackboard” link.

**TIP:** If using the free trial, be sure to get full access to Connect before the trial period expires to avoid delays in completing your coursework. If your trial period does expire, your work will be saved. You'll simply need to login with your Connect username and password and choose to “purchase full Connect access here.”

Students are required to have the textbook (Paper Copy or eBook) and Connect Plus Code or Connect Code the first day of class. Failure to have the textbook on the first day doesn’t exempt the student from meeting due dates for exams/assignments.

All students waiting to purchase a textbook/code (regardless of reason) must access the McGraw-Hill 14 day Courtesy trial (access to eBook and course assignments) and complete all Learn Smart, Chapter Homework Assignments, and Exams by the due dates listed in the course).

**Summary of Specific Due Dates**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Discussion Question</td>
<td>Wednesday, January 27th, 11:59 p.m.</td>
</tr>
<tr>
<td>Chapter 3 Homework</td>
<td>Sunday, Feb 14th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 1-4</td>
<td>Sunday, Feb 21st, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 1/Chapters 1-4</td>
<td>Sunday, Feb 21st, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Chapter 6 Homework</td>
<td>Sunday, February 28th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Chapter 8 Homework</td>
<td>Sunday, March 6th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 5-8</td>
<td>Sunday, March 27th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 2/Chapters 5-8</td>
<td>Sunday, March 27th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Chapter 11 Homework</td>
<td>Sunday, April 3rd, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Event</td>
<td>Due Date</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Last Day to Withdraw from Courses</td>
<td>Thursday, April 14th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 9-12</td>
<td>Thursday, April 14th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 3/Chapters 9-12</td>
<td>Sunday, April 17th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Chapter 13 Homework</td>
<td>Sunday, April 24th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Chapter 14 Homework</td>
<td>Sunday, May 1st, 11:59 p.m. CST</td>
</tr>
<tr>
<td>All Homework Late Date</td>
<td>Wednesday, May 4th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Learn Smart Chapters 13-16</td>
<td>Sunday, May 8th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Exam 4/Chapters 13-16</td>
<td>Sunday, May 8th, 11:59 p.m. CST</td>
</tr>
<tr>
<td>Extended Exam Window</td>
<td>(Friday) May 6th-(Tues) May 10th, 11:59 p.m. CST</td>
</tr>
</tbody>
</table>

**Extended Exam Period**

Students must have one or more of the three exam attempts (per exam) remaining to take exams during this window.

All exams will be reopened during the extended exam window. Due to the massive amount of work required during the extended exam window, it's recommended that students post at least one good exam score during the original exam period for each exam. Waiting to take exams for the first time during the extended exam window is not recommended and the extended exam window is a courtesy and will not be extended for any reason.

All exams, and homework are due at 11:59 p.m. CST on the date listed.

**Note: Due**  
Due Dates are the last possible day and time exams can be completed or other assignments submitted. Get your work in early and avoid the risk of waiting until the due date or receiving a zero for late work!!!!

I recommend all students mark their personal calendars at least one day prior to the due date listed in the syllabus. This will prevent missing due dates and incurring the risk of waiting until the day assignments are due.