INSTRUCTOR INFORMATION: Instructor: Ray Attner Office Hours: By appointment

Office: M202 Telephone: 972-860-4171

Email: rattner@dcccd.edu

INSTRUCTIONAL ASSOCIATE: IA: Lab Hours:

Telephone: Office:

If you need an appointment to discuss the course, please contact me at____________________.

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedure and other related policies as circumstances so indicate.

TEXTBOOKS:


CATALOG DESCRIPTION:

Behavioral and legal approaches to the management of human resources in organizations.

COURSE OVERVIEW:

Emphasis will be on people and the factors that are relevant to the employment of people i.e. recruitment, selection, training, job development, interactions with others, labor management relations, government regulations, etc. The managerial functions of planning, organizing, staffing, directing, and controlling will provide the framework for applying the principles which are significant in personnel interactions and management.
COURSE OBJECTIVES:

Upon completion of this course, the student will describe and explain the personnel function, evaluate the processes associated with manpower procurement, explain the importance of orientation/training, examine the development of financial benefits programs, describe the relationship of the law to personnel programs, and explain the impact of unions on a company's operations.

STUDENT LEARNING OUTCOMES:

Students who successfully complete HRPO 2301 will be able to:
1. Discuss the history of human resources management and the human resources challenges facing today’s managers.
2. Explain the major legislation, guidelines, and court decisions relating to human resources management and explain their implication for each HR function.
3. Discuss human resource supply and demand forecasting.
4. Explain the importance of job analysis as the first step in the recruitment and selection process.
5. Describe the recruitment process.
6. List and explain the steps in the selection process.
7. Describe the different types of interviews and explain in which situation each is appropriate.
8. Explain how to prepare for an interview from the perspective of the interviewer and interviewee.
9. Explain the importance of assessing training and development needs.
10. Discuss the history of labor relations and describe its impact on management today.
11. Identify and explain the steps in a union organizing drive.
12. Discuss the dynamics of benefits and compensation management.
13. Describe the supervisor’s role in curtailing substance abuse in the workplace.
14. Describe the supervisor’s role in curtailing workplace violence.

SCANS COMPETENCIES:

The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work, to prepare you with the knowledge and skills needed to succeed in today’s dynamic work environment. These workplace competencies and foundation skills have been designed onto the curriculum of HRPO 2301.

Workplace Competencies:

1. Manage Resources: Time, money, human resources.
2. Exhibit Interpersonal Skills: Participates as a team member, teaches others, serves customers, exercises leadership, negotiates to arrive at a decision, works with cultural diversity.
3. Works with Information: Acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information.
4. Apply Systems Knowledge: Understand social, organizational, and information systems, monitor and correct performance, improves and designs systems.
5. Use Technology: Selects technology, applies technology, maintains and troubleshoots technology.

Foundation Skills:
1. Demonstrates Basic Skills: Reading, writing, arithmetic, listening, speaking.
2. Demonstrates Thinking Skills: Creative thinking, decision making, problem solving, seeing in the mind’s eye, knowing how to learn, reasoning.
3. Exhibit Personal Qualities: Responsibility, self-esteem, social, self-management, integrity and honesty.

LEARNING SYSTEM:

A variety of resources and opportunities will be made available to you through this course. Your instructor will work closely with you in developing a program designed to enable you to develop the competencies required in order to attain the objectives set out for this course. The components of your study program will represent a combination of the following: independent study sessions, direct guidance and assistance from faculty and learning associates, the use of audio-visual materials, (videos); the use of textbooks, study guides; selected readings, small group discussions where appropriate; and an extensive ongoing evaluation process.

STUDENT STUDY GUIDE:

The student study guide has been prepared to assist you in mastering HRPO 2301. It serves as the link between the required textbook readings and the video viewing that supplements the course. It contains an overview of each lesson, reading assignment, key vocabulary, areas to watch for in the video, study questions, a self-test, and answer key. Use the study guide and the process for working with it

COURSE PROCEDURE - STUDY SEQUENCE:

The course is divided into 14 separate learning "units" as detailed in the student study guide and textbook reading assignments. Each of the instructional "units" follows a clear consistent sequence of learning activities designed to allow frequent opportunities for application, feedback and review.

For each learning unit you should use the sequence of learning activities as follows:

1. Read "The Overview" and "Lesson Objectives".
2. Read "The Reading Assignment" including "Supplementary Material" if any and television focus questions.
3. Define "Vocabulary" or "Key Terms".
4. View the TV program (videotapes).
5. Review questions about the TV program.
6. Complete unit assignments (mini-projects) if applicable
7. Take "Self-Test" for unit.

**MANDATORY COMPLETION SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Unit</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U-1</td>
<td>The Personnel Function in the Company Organization</td>
</tr>
<tr>
<td></td>
<td>U-2</td>
<td>Organizing Work and Analyzing Jobs</td>
</tr>
</tbody>
</table>

*** SPRING BREAK *** MARCH 13-19 *** NO CLASSES *** CAMPUS CLOSED ***

| 2    | U-3  | Personnel Planning and Recruitment     |
|      | U-4  | Testing and Selection                  |
| 3    | U-5  | Interviewing                            |

Test #1 Due (L 1-5)  
4/1/17 (S) completed by 3:30 PM  
Mini-Project #1 Due  
3/31/17 (F) by 12:00 noon

Outside Reading #1

| 4    | U-6  | Orientation and Training               |
|      | U-7  | Employee Compensation                    |

*** HOLIDAY *** APRIL 14-16 *** NO CLASSES *** CAMPUS CLOSED ***

| 5    | U-8  | Financial Incentives                    |
|      | U-9  | Benefits and Services                   |
| 6    | U-10 | Performance Appraisal                   |

Test #2 Due (L 6-10)  
4/22/17 (S) completed by 3:30 PM  
Mini-Project #2 Due  
4/21/17 (F) by 12:00 noon

Outside Reading #2 & #3,

| 7    | U-11 | Union Organization and Certification   |
|      | U-12 | Collective Bargaining (V12A, 12B)       |
| 8    | U-13 | Discipline and Grievances              |
|      | U-14 | Employee Safety and Health             |

Test #3 Due (L 11-14)  
5/6/17 (S) completed by 3:30 PM  
Mini-Project #3 Due  
5/5/17 (F) by 12:00 noon

Outside Reading #4,
GRADING SCALE:

A = 630 to 700 points  
B = 560 to 629 points  
C = 490 to 559 points  
D = 420 to 489 points  
F = Less than 420 points

GRADING CRITERIA:

1. Required points may be earned in this course through examinations, completion of min-projects, and completion of outside readings.

   A. Examinations - (3) each worth 150 points over the designated learning objectives for the included units. Exams will be a combination of true-false/multiple choice and essay questions.

   B. Mini-Projects - (3) each worth 50 points. The mini-projects are from a list provided in this syllabus on page 10. The format for the mini-projects is on page 11 of this syllabus.

   C. Outside Readings - (4) each worth 25 points. The articles to be read are on Reserve in the M & M Center. After reading the article, prepare a written summary. The format for the summary is on page 12 of this syllabus.

2. Optional points may be earned in this course through:

   A. Pre-Grading Mini-Project Review - (1) review is worth 10 points. You have the option of reviewing mini-project assignment one (1) prior to it being graded by your instructor. In order to be eligible for the optional points you must:
      1. Review mini-project assignment with the designated instructor.
      2. Review the entire mini-project assignment at least one lab day prior to the designated Mini-Project deadline.

   B. Post-Grading Test Review - (1) worth 10 points. You have the option of reviewing test one (1) after it has been graded by your instructor. In order to be eligible for the optional points you must:
      1. Review the test with the designated instructor.
      2. Review the test within two lab days after the test has been graded and posted.

   C. Optional Mini-Project - (1) worth 50 points. You have the option of completing one (1) extra credit mini-project selected from two alternatives available. The potential alternative choices are from a list provided in this syllabus on pages 10.
OPERATING POLICIES:

1. Attendance Policy - You will not be required to spend a specified number of hours attending class with the exception of seminars. You determine how much time you need to spend in order to complete your course work. Keep in mind an average student will spend 3-plus hours in the Marketing and Management Center completing each unit of the course. NOTE: CLASS ATTENDANCE AND COURSE PROGRESS IS THE RESPONSIBILITY OF THE STUDENT.

Financial Aid Statement: 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.

2. Examination Policy - Examinations will be given in the Test Center, S080. Examinations should be taken within the time frame in the course schedule. You may take the test earlier than the date listed on the course schedule. Study and be prepared. Test Center hours are: M-R, 8:00 AM-7:00 PM, F-S, 8:00 AM-3:30 PM. The last test is issued one hour before closing. Prior to testing, you will need to obtain a Test Permission Slip in the M & M Center (M206).

3. Late work - Mini-projects and outside readings are due prior to taking the unit tests. No work will be accepted after conclusion of the appropriate test. The last day to turn in any mini-project or outside reading, with instructor permission, is Friday, May 5, 2017, by 12:00 noon.

4. Completing Required Work - All required mini-projects and outside readings must be completed. No optional points will be counted if any required mini-project or test has not been completed for a grade.

5. Academic Honesty Policy - Scholastic dishonesty is a violation of the Student Code of Conduct: https://www1.dcccd.edu/catalog/ss/code.cfm. All course work in this class is undertaken with the understanding that academic honesty is the only acceptable behavior. Further, it is understood that the instructor sets the standards of academic honesty in the class, determines when these standards have been violated, and determines the consequences of that behavior by the student. The following instances of academic dishonesty will not be tolerated and if committed, will result in a grade of “F” in the course.
   a. cheating - intentionally using or attempting to use unauthorized materials, information or student aids in any academic exercise. Specifically
      1. Copying from another student’s test paper or case problem.
      2. Using test materials not authorized by the person administering the test.
      3. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
      4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
   b. **collusion** - unauthorized collaboration with another person in preparing work offered for credit i.e., providing exam information to another students, working collectively on assignments intended as individual tasks.
   c. **fabrication** - intentional and unauthorized falsification or invention of any information in an academic exercise.
   d. **plagiarism** - intentionally representing the words or ideas of another as one’s own in any academic exercise.

6. **Drop Policy** - If you do not wish to complete this course, you are responsible for withdrawing yourself from the class. You must do this by Monday, April 24, 2017. Withdrawing from this course is a formal procedure which you must initiate. The instructor or instructional associate cannot do it for you. You may do this in admissions or counseling. If you stop attending and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. If you feel the need to withdraw, please discuss your plans with the instructor or instructional associate.

**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/coursedrops](https://www1.dcccd.edu/coursedrops)

7. **WX Policy** - The WX grade allows the student to carry forward the grade and work completed in the previous semester. The WX contract must be completed in the semester following the one it is granted in. If the WX contract is not completed the student will receive the performance grade as indicated on the WX contract.
A. Criteria for WX Grade - In order to be eligible to receive a WX contracted grade, the student must:
   1. Have completed a minimum of one-third of the required work in the course on the date the contract is signed.
   2. Have achieved a minimum grade of 70% on total work completed, i.e., required with the addition of optional points.
   3. Have attended on a regular basis.

B. Process for WX Grade - In order to receive a WX contract the student must:
   1. Initiate discussion with the instructor, prior to the last date to drop in the semester, regarding the desire to be granted a grade of WX.
   2. When agreement is reached, complete a WX contract with the instructor to be files until the last drop date. The instructor will sign and date the WX contract on the last date to drop during the semester and attach the contract to the final grade sheet.

8. Cover Sheet - Each mini-project or assigned work must have a properly filled out cover sheet. Cover sheets are available in the M & M Center. The cover sheet is to be stapled to project before turning it in for a grade.

9. Test Essay Answer Sheet - The Test Center has specific forms to be used when answering essay questions. Each student will be given three (3) pages when picking up a test. Fill out properly as per instructions. Do not write on the back. If three pages are not enough, ask an attendant for more.

10. The following lists when there will be no classes, lab is closed and the Test Center is closed:
    March 13-19, 2017 - Spring Break - Campus closed
    April 14-16, 2017 – No classes - Campus closed

11. Notification of Absence Due to Religious Holy Day(s) - Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in WRITING, for each class no later than the 15th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations, within a reasonable time, which may have been missed as a result of the absence.

12. Students With Disabilities - If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.
13. FERPA - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information is available at: https://www1.dcccd.edu/catalog/about/privacy.cfm

14. Note on Harassment, Discrimination and Sexual Misconduct - We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX. Brookhaven - Terri Edrich, TitleIX-BHC@dcccd.edu

CAMPUS VIDEO VIEWING CENTER LOCATION AND HOURS
Management and Marketing Center
Room M 206
Hours: M - R 9:00 AM-3:00 PM, 5:00 PM-9:00 PM,
F 9:00 AM-12:00 Noon

M & M Center Viewing Policies
1. Videos may be viewed in the M & M Center or checked out for home viewing.
2. A maximum of four (4) lessons may be checked out at one time.
3. The checkout time period is a maximum of 24 hours
4. Failure to return videos will result in grades and enrollment being blocked.
5. The last date to check videos out of the M & M Center is Thursday, May 4, 2017.
6. The last date to view videos in the M & M Center is Friday, May 5, 2017, by 12:00 noon.
REQUIRED MINI-PROJECTS

The mini-projects are listed in three groups to correspond to the test units. You must complete the mini-project from each grouping for a total of three required projects. Each project consists of two cases - do both cases.

Mini-Project I - Units 1-5 - Test #1 - Application Cases - **Due by designated due date**

1. An Accusation of Sexual Harassment in Pro Sports - Ch. 2, pp. 63-64
2. Finding People Who Are Passionate About What They Do - Ch. 5, p. 169

Mini-Project II - Units 6-10 - Test #2 - Application Cases - **Due by designated due date**

1. Reinventing the Wheel at Apex Door Company - Ch. 8, p. 277
2. Striking For Benefits - Ch. 13, p. 451

Mini-Project III - Units 11-14 - Test #3 - Application Cases - **Due by designated due date**

1. Enron, Ethics, and Organizational Culture - Ch. 14, pp. 488-489
2. Negotiating With the Writers Guild of America - Ch. 15, p. 525

Optional Mini-Projects

The mini-projects are listed in two groups to correspond to the first two test units. You may complete only one optional mini-project; Group I or Group II.

Group I - Units 1-5 - Test #1 - Application Cases - **Due with Required Mini-Project #1**

The Out-of-Control Interview - Ch. 7, pp. 231-232

Group II - Units 6-10 - Test #2 - Application Cases - **Due with Required Mini-Project #2**

Appraising the Secretaries at Sweetwater U - Ch. 9, pp. 314-315
MINI-PROJECT GUIDELINES

In preparing your mini project problems during the semester, please use the following directions:

1. Submit your mini projects with an M & M Center Cover Sheet.

2. At the top right-hand corner of each page, type, print or write:
   A. Your name
   B. Your student ID number
   C. The page number; i.e., page 1, page 2, etc.

3. In the top center of the beginning page for each mini project, put:
   Management Mini-Project #___
   Chapter ____ Page ____

4. Each mini project has specific questions following the narrative. You must answer all questions in order to complete the mini project.

5. To answer the questions:
   A. Type/write the entire question, including the question number.
   B. Type/write the word “Answer” below the question and then complete the answer.
   C. Type/write the second question, etc.

6. In answering each question:
   A. Always explain your answer; never answer simply yes or no.
   B. Apply the concepts from the lesson and chapter material.
   C. Remember you are not giving your opinion; you are developing an informed answer to a management problem supplemented with supporting facts and examples.
   D. Pretend that your “boss” has asked you to solve these problems and that you will be in line for a promotion if you prove to be a good problem solver.
OUTSIDE READING GUIDELINES

A. General:

All outside readings should be typed and double spaced. The heading on the paper should include student's name, course number, section number, date and outside reading number.

Example: Student Name
HRPO 2301-2x201
Date
Outside Reading #1

B. Article Summary & Evaluation Format:

1. For each article, list the author, article title, date, and page numbers.
2. Summarize the article in paragraph form. (There is more than one article in each assignment.) Make sure your summary includes for each article:
   * What are the major points of the article?
   * What facts, reasons, or details are used to explain the problem?
   * What solution does the author suggest?
3. Evaluate the article in a paragraph. Make sure your evaluation includes:
   * What you agree with or disagree with and an explanation why.
   * Which of your values or personal philosophy are affected?

C. Grading Criteria:

1. The 25 point value of each of the Outside Readings will be based on the written summary/evaluation.
2. Outside Readings are also potential material for exam questions.
Receiving Your **Final Semester** Grades:

End-of-semester grades will not be mailed to you by the college.

**INTERNET ACCESS TO GRADES**

Go to the Dallas County Community College District website (http://www.dcccd.edu).

1. Click on eConnect, then select ‘Current Credit Student Menu’.
2. Under the heading ‘My eConnect Account’, select **Log In**.
3. Enter your seven-digit student ID number (not your Social Security number.)
4. Enter your password or, if this is your first time to use the system, enter your date of birth.
5. Under the heading ‘My Personal Information’, select **Check My Grades**.
6. Select the term and grade type that you wish to review, then click on ‘Submit’.