# Course Information

<table>
<thead>
<tr>
<th>College: North Lake College</th>
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<tbody>
<tr>
<td>Instructor Information</td>
</tr>
<tr>
<td>Instructor: Gemmy Allen</td>
</tr>
<tr>
<td>Semester/Year: Spring 2017</td>
</tr>
<tr>
<td>E-mail address: <a href="mailto:gemmyallen@dccc.edu">gemmyallen@dccc.edu</a></td>
</tr>
<tr>
<td>Course number: HRPO 2301</td>
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<tr>
<td>Telephone: 972-273-3072</td>
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<tr>
<td>Section number(s): 73427</td>
</tr>
<tr>
<td>Online office hours: by appointment</td>
</tr>
<tr>
<td>Credit hours: 3</td>
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<tr>
<td>Campus office hours: by appointment</td>
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<tr>
<td>Instructional format: Online</td>
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## Course Prerequisites

The student should be able to read and write on the college level.

## Required Materials

No textbook required. Reading materials are available on eCampus/Blackboard.

# Course Description

Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.) This is a WECM Course Number.

This course is offered in a competency-based format allowing students to demonstrate competency through mastery assessments. Students must score **at least 80 percent** on each mastery assessment in order to proceed to the next unit in the course.

# Participation Policy

You must actively participate in this online course by completing the readings, online activities, and mastery assessments for each unit. Try to check emails and access the course daily. You must show participation in this class prior to the certification date (check dates on eConnect) by logging into the course and beginning Unit 1.

For maximum success in this course, you should spend a **minimum** of 9 hours per week working on course material.

# Important Dates

<table>
<thead>
<tr>
<th>Start: 3/20/2017</th>
<th>Census: March 25</th>
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<tbody>
<tr>
<td>End: 5/10/2017</td>
<td>Drop: April 29</td>
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The course is designed to be completed in 8 weeks. I strongly suggest that you adhere to the weekly schedule in the *Due Dates-Class Outline* document in order to maximize learning and avoid a last minute flurry of activity. While it’s okay to fall a bit behind, **ALL WORK MUST BE COMPLETED NO LATER THAN May 10, 2017**. Work turned in after this day will not be considered in the final grade computation.
Texas Core Objectives for Student Learning

In this class, some of the following competencies MAY also be assessed:

- **Critical Thinking Skills**: To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**: To include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills**: To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork**: To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility**: To include the ability to connect choices, actions and consequences to ethical decision-making.
- **Social Responsibility**: To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Learning Outcomes

Upon successful completion of this course, students will:

- Explain the development of human resources management
- Explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation
- Describe management’s ethical, social, and legal responsibilities
- Explain methods of compensation and benefits planning
- Describe the role of strategic human resources planning

Evaluation Procedures

All grades are based on the mastery assessments and capstone project. In order to earn the Mastery Certificate for this course, students must earn at least 80 percent on each assessment and the capstone project. Mastery assessments may be taken a second time if 80 percent is not earned. The instructor will notify the student regarding his or her score and areas for improvement prior to a second attempt. A letter grade of C or 70 percent is the LOWEST acceptable score for this course format. Students earning less than 70 percent will be referred to another course format for future instruction in the Supervisor Certificate.

### Point Accumulation

<table>
<thead>
<tr>
<th></th>
<th>Points Per Assessment</th>
<th>Required Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 2 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 3 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Unit 4 Mastery Assessment</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td>Capstone Project</td>
<td>100</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>500</strong></td>
<td></td>
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</table>
## Grading Scale

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Letter Grade</th>
<th>Percentage Range</th>
<th>Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 - 500</td>
<td>A</td>
<td>90-100%</td>
<td>Mastery</td>
</tr>
<tr>
<td>400 - 449</td>
<td>B</td>
<td>80-89%</td>
<td>Proficient</td>
</tr>
<tr>
<td>350 - 399</td>
<td>C</td>
<td>70-79%</td>
<td>Practiced</td>
</tr>
<tr>
<td>300 - 349</td>
<td>D</td>
<td>60-69%</td>
<td>Introductory</td>
</tr>
<tr>
<td>Below 300</td>
<td>F</td>
<td>Below 60%</td>
<td>No progress</td>
</tr>
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</table>

- **No Progress**: Student demonstrates no understanding or progress toward achievement of the learning outcomes.

### Competency Level Descriptions
- **Mastery**: Student demonstrates exemplary comprehension and full achievement of the learning outcomes.
- **Proficient**: Student demonstrates strong comprehension and sufficient progress toward achievement of the learning outcomes.
- **Practiced**: Student demonstrates clear understanding and good progress toward achievement of the learning outcomes.
- **Introductory**: Student demonstrates rudimentary understanding and minimal progress toward the achievement of the learning outcomes.
- **No Progress**: Student demonstrates no understanding or progress toward achievement of the learning outcomes.

Each mastery assessment is worth 100 points and contains multiple choice and essay questions. Multiple choice questions are worth 2 points and essay questions are worth 6 points each. The following rubric will be used to grade essay questions.

## Essay Rubric

<table>
<thead>
<tr>
<th>Below Standard (Zero Credit)</th>
<th>At Standard (Partial Credit)</th>
<th>High Standard (Full Credit)</th>
</tr>
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<tbody>
<tr>
<td>Offers an answer but does not offer analysis or insights. Response is vague and confusing. Poor grammar/spelling. Response plagiarized.</td>
<td>Answer describes and analyzes but needs some additional clarification. Overall significance may be unclear. Few errors in grammar/spelling</td>
<td>Answer offers clear and detailed analysis. Response is complete and addresses all aspect of each question in detail. Error free work.</td>
</tr>
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</table>
Mastery assessments will be scored by your professor within 24 hours of receipt.

**If you do not pass the mastery assessment with at least an 80 percent on the first attempt:**
- You will be instructed to review the *Learning Resources* located in eCampus for that unit and try the mastery assessment again.
- Note: You are presented with new questions when you retake a mastery assessment.

**If you do not pass the mastery assessment with at least an 80 percent on the second attempt:**
- You will have a counseling session (by phone) with your professor. At that time, a third attempt *may* be granted at the professor’s discretion.

You must achieve a mastery level of 80 percent before you can move to the next unit.

**Disclaimer**

The instructor reserves the right to amend this syllabus as necessary.
### INSTITUTIONAL POLICIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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| **Stop Before You Drop** | Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.  
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 six 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 six 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, go to: eConnect – Facts About Dropping Classes |
| **Withdrawal Policy** | If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by [check dates on eConnect]. Failure to do so will result in your receiving a performance grade, usually an "F."  
If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. For more information, go to Dropping or Withdrawing From Classes |
| **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. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599, by email at facc@daccd.edu or at http://www.daccd.edu/FA |
| **Financial Aid Certification of Attendance** | You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. |
### Academic Honesty
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 which is available from the [Student Services website](http://www.dcccd.edu/) in the Student Life section.

### Repeating this Course
Effective Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class **may not** be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at [http://www.dcccd.edu/ThirdCourseAttempt](http://www.dcccd.edu/ThirdCourseAttempt).

### Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

### Final Course Grades
Final grade reports are not mailed. Convenient access is available online at [http://www.dcccd.edu/eConnect](http://www.dcccd.edu/eConnect). Use your identification number when you log into eConnect.

### DCCCD OIE FACULTY SYLLABI STATEMENT-FALL 2016
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

### 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/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

### College Disability Services Offices
- Brookhaven 972-860-4673
- Cedar Valley 972-860-8119
- Eastfield 972-860-8348
- El Centro 214-860-2411
- Mountain View 214-860-8677
- North Lake 972-273-3165
- Richland 972-238-6180
INSTITUTIONAL POLICIES

A 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.

College Title IX Coordinators

Brookhaven  Terri Edrich  TitleIX-BHC@dcccd.edu  972-860-4825
Cedar Valley  Grenna Rollings  TitleIX-CVC@dcccd.edu  972-860-8181
Eastfield  Rachel Wolf  TitleIX-EFC@dcccd.edu  972-860-7358
El Centro  Shanee’ Moore  TitleIX-ECC@dcccd.edu  214-860-2138
Mountain View  Regina Garner  TitleIX-MVC@dcccd.edu  214-860-8561
North Lake  Rosemary Meredith(acting)  TitleIX-NLC@dcccd.edu  972-860-3992
Richland  Bill Dial  TitleIX-RLC@dcccd.edu  972-238-6386
Dallas Colleges Online  Le’Kendra Higgs  TitleIX-LEC@dcccd.edu  972-669-6672
District Title IX Coordinator
Office of Institutional Equity  LaShawn Grant  TitleIX-District@dcccd.edu  214-378-1633