MGT6177.E1 Human Resources Management
Spring 2019

PROFESSOR INFORMATION:
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COURSE INFORMATION:
MGT6177.E1 Human Resources Management
Level: Graduate
Beginning Date of Session: Saturday, March 16, 2019
Ending Date of Session: Thursday, May 23, 2019
Student access available to the Student Portal: Saturday, March 16, 2019.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:
None

TEXTBOOK(S) AND REQUIRED MATERIALS:
Title: Human Resources Management
Author: R. Mathias, J. Jackson & Valentine
Publisher: Cengage
Year Published: 2017
Edition: 15th
ISBN: 9781305500709
Price: Available at http://amberton.ecampus.com

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University’s website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student’s location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University’s Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement
APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (6th ed., 2nd printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.
COURSE COMPETENCIES:
The course presents a systematic framework for analyzing and evaluating the human resource management functions within an organization. Topics include hiring, training, compensation, benefits, employee relation/labor relations, performance management, safety and health management.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Evaluating human resource management functions and responsibilities within 21st century organizations.
2. Formulating a benchmarking process comparing the business metrics and outcomes to industry standards or best practices.
3. Assessing human resource management activities such as forecasting requirements workforce availability analysis, and talent requirements needed by an organization.
4. Constructing job analysis and facilitating the job analysis process.
5. Analyzing the legal environment surrounding human resource management functions.
6. Identifying and critiquing recruitment and retention strategies.
7. Comparing and contrasting interview techniques and comprehending the advantages and disadvantages of each approach.
8. Analyzing the use of employment tests and demonstrating concepts of validity, reliability, correlation, and test validation procedures.
9. Analyzing the performance appraisal process, the methods used, and the problems encountered.
10. Illustrating the role of benefits and nonfinancial compensation in attracting, retaining, and motivating employees.
11. Assessing efforts in safety and health programs, employee assistance programs, health promotion programs and other efforts directed toward improving employee health and well being.
12. Distinguishing labor relations and the collective bargaining process.
13. Evaluating the strategic role for the human resources department and professional, reviewing the competencies necessary in anticipating and preparing for future business needs.
14. Formulating the steps in developing a base pay system, employee rates of pay and variable pay structures.
15. Summarizing the nature and importance of disaster preparation and recovery planning for Human Resources.
16. Comparing and contrasting selected human resource practices in the U.S. with those of other global countries.

COURSE POLICIES:

1. Late Policy for Assignments is as follows:
   An assignment submitted after the due date will be assessed a 10% grade deduction for the first 2 days late and 5% each day afterward up to 5 days. If circumstances arise that preclude meeting this course requirement or assignment deadline, you must notify me immediately.

   If an assignment is turned in 5 or more days late, the assignment will be accepted, but NO points will be earned. When submitting an assignment, please include your name, MGT6177, and the assignment title on the first page of the assignment. When you upload your assignment to Moodle, it must be able to be opened in order for it to be considered on time. Assignments not submitted correctly will not be graded and will be returned. Resubmitted assignments must still be in by the due date. Due date credit is not given for assignments that are returned ungraded.

   All assignments must be submitted by 11:30 pm (CST) on the dates listed to ensure no penalty points will be applied. The student is responsible if a file is submitted that cannot be read and, therefore, cannot be graded. It is acceptable to submit assignments early, however; grading will be according to the stated schedule for the due dates. No work will be accepted after one week past the due dates.

2. Extra Credit – There is no extra credit work in this class.
3. **Academic Resources** – When conducting research for an assignment, the majority of your sources should be the textbooks or peer-reviewed academic journals, such as those found in the university library databases. Internet searches will often take you to non-academic information resources such as Wikipedia.com, Ask.com, Encarta.msn.com, Infoplease.com, etc. Information gathered from these sites may be unreliable and inaccurate since they do not follow the formal oversight of the peer review process. Please avoid using these sites. They will not be permitted in this course and will not count towards fulfilling assignments.

4. **Feedback** – Feedback is provided for graded exercises and assignments within 5-6 days of the due date. Moreover, if you need feedback at any time regarding participation assignments, please ask.

5. **Incompletes** – Amberton University policy states that it is up to an instructor’s discretion as to whether or not he or she grants an “Incomplete” at the end of the course.

6. **Course Contribution** – You are expected to study and learn, provide on-time completion of assignments, and regularly participate in and supply effective contributions to on-line discussions and activities. Those who demonstrate consistently high quality, professional performance, and who regularly contribute to course activities will earn high grades in this course. As a guideline, you should login to the course and participate in the discussion, at least, two (2) times per week. Please plan on meeting the course requirements schedule. On rare occasions, circumstances beyond your control may result in your missing a course commitment. *Please contact me in advance of the due dates to discuss your situation.*

7. **Attendance Policy** –

Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow the university’s policy on formally withdrawing from a course.

A student in an online course is required to actively participate in the course and submit course assignments timely as described in the course syllabus. A student not meeting these requirements may be dropped at the discretion of the professor and Amberton administration.

**Student’s Responsibilities**

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current University catalog and schedule of classes. A successful learning experience depends on the student’s willingness to stay on schedule with respect to due dates, course readings, and other requirements. You are encouraged to plan ahead and pace yourself accordingly.

**COURSE OUTLINE AND CALENDAR:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Competencies Covered</th>
<th>Readings</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| Week 1 | The Environment of Human Resources Management & Human Resources Management in Organizations | 1 | Chapter 1 | Sunday, March 17, 2019  
Orientation to Class; Text Review  
Syllabus Review  
11:30 PM CST |
<p>| Week 2 | Human Resources | 5, 7, 13 | Chapters 2-3 | Sunday, March 24, 2019 |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Chapters</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Strategy and Planning &amp; Equal Employment Opportunity</td>
<td></td>
<td>Sunday, March 31, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Workforce, Jobs and Job Analysis, Individual/Organizations Relations and Retention and Recruiting and Labor Markets</td>
<td>1-8</td>
<td>Chapter 4-6</td>
</tr>
<tr>
<td>5</td>
<td>Selecting Human Resources &amp; Training Human Resources</td>
<td>13</td>
<td>Chapter 7-8</td>
</tr>
<tr>
<td>5</td>
<td>Graduate Research Project Review and Approval</td>
<td>1-8, 13</td>
<td>Sunday, April 14, 2019</td>
</tr>
<tr>
<td>6</td>
<td>Talent Careers, Development, Performance Management and Total Rewards</td>
<td>9,10,11, 13,14</td>
<td>Chapters 9-11</td>
</tr>
<tr>
<td>7</td>
<td>Variable Pay, Executive Compensation, Employee Benefits &amp; Risk Management</td>
<td>10,13, 14</td>
<td>Sunday, April 28, 2019</td>
</tr>
<tr>
<td>8</td>
<td>Employee Rights</td>
<td>5, 8, 16</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>9</td>
<td>Union/Management Relations Graduate Research Project</td>
<td>12, 16</td>
<td>Chapter 16</td>
</tr>
<tr>
<td>10</td>
<td>Final Discussion</td>
<td>1-16</td>
<td>Chapter 1-16</td>
</tr>
</tbody>
</table>

**GRADING CRITERIA:**

**ASSIGNMENTS:** Homework assignments will be taken from the article reviews, exercises, case studies and problems located at the end of each of the chapters.
Assignment 1 – Due Week 2
Assignment 2 – Due Week 4
Assignment 3 – Due Week 6
Assignment 4 – Due Week 8

**GRADUATE RESEARCH PROJECT:** There will be a Graduated Research Project for the course. **Please note due date of the Graduate Project is Sunday May 12, 2019.** Each graduate student will produce and record a PowerPoint presentation (posted to the class) discussing current research on a Human Resources Topic studied in the course and how it relates to a workplace context.
ARTICLE REVIEWS: During this session, there will be article reviews as part of the assignments, and each requires a three (3) page written critique of peer-reviewed, journal articles related to the reading for the week. There will be an online discussion component for each review that will require the student to share the research they have reviewed. Detailed instructions for the assignment will be provided in the course. The reviews must follow APA guidelines and written requirements outlined in the syllabus.

DISCUSSION POSTINGS:
Discussion postings are a two-step process. In Step 1 you will be asked to post a response to a discussion question. This may include textbook questions, reviewing video links, conducting internet searches and/or mini-cases. I am expecting 250 to 400 words in your responses. In Step 2 you will pick two other students’ posting and give them feedback. Your job is not is to “nit pick” his or her post. If you disagree, provide scholarly-based feedback. You should expand upon the posting content in your response. Be specific in your feedback. I am expecting 75-100 words in each of your responses to other student’s postings. Responses to other students’ postings are due 5 days after the due date for the Step 1 postings.

Grading of discussion postings will be proportioned as follows:
- 60% - your original posting
- 20% - review of one other posting
- 20% - review of one other posting

GRADING CRITERIA:
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>15%</td>
<td>15 points</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>15%</td>
<td>15 points</td>
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<tr>
<td>Assignment 3</td>
<td>15%</td>
<td>15 points</td>
</tr>
<tr>
<td>Assignment 4</td>
<td>15%</td>
<td>15 points</td>
</tr>
<tr>
<td>Graduate Research Project</td>
<td>25%</td>
<td>25 points</td>
</tr>
<tr>
<td>Discussions and Participation</td>
<td>15%</td>
<td>15 points</td>
</tr>
</tbody>
</table>

TOTAL POSSIBLE: 100% 100 points

GRADING CRITERIA:
Graduate
92 – 100 A
82 – 91 B
72 – 81 C
62 – 71 D
Below 62 F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:
A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student’s address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in Professor Information area.

Incomplete Grades
An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has
30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

**How To Withdraw From a Course**
To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

**COURSE DELIVERY METHODOLOGY:**
This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton’s distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
   - Internet browser settings and configuration
   - e-mail and file attachments
   - Uploading and downloading files
   - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

**HOW TO ACCESS YOUR COURSE:**

**Through the Amberton University Student Portal**
Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University’s main page (http://www.Amberton.edu) or at http://apps.Amberton.edu. After selecting the “Student Portal” link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

- **Username** = your capitalized firstname initial+lastname+last 3 digits of your SSN.
  * Use your name exactly as it is listed on the University’s records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

  For example:  James Jones, Jr.   SSN: 123-45-6789
  Username:  JJonesJr789

- **Password** = your Amberton University ID# (AUID) **including the dashes**

  For example:  04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu
If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

**Through the Amberton University Moodle Website**

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: http://moodle.Amberton.edu

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student’s University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link “Forgotten your username or password” available on the Moodle log in page (http://moodle.Amberton.edu). Otherwise use the same username and password as previous session.

**Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorials course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorials and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

**COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student’s assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click ‘Yes’ and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit https://support.google.com/mail

**Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.
FORMAT AND SUBMISSION OF ASSIGNMENTS:
Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:
Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students’ identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:
Plagiarism is the presentation of someone else’s information as though it were your own. If you use another person’s words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University’s ethics policy.

RESEARCH RESOURCES:
The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:
Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature
The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html