

## **ORGL 4300: Human Resources and Risk Management**

### **PROFESSOR INFORMATION**

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### **COURSE INFORMATION**

Class Meeting: Compressed 8 week WEB Class  
Text: Human Resource Management  
14<sup>th</sup> Edition, Cengage Learning 2011  
ISBN: 978-1-133-95310-4;  
AUTHOR: Robert Mathis and John Jackson

### **COURSE PREREQUISITE**

ORGL 3304

### **COURSE COMPETENCIES**

The course presents a systematic framework for analyzing and understanding the human resource management functions within an organization. Upon completion of the course a student will be competent in: distinguishing human resource management functions and responsibilities; demonstrating the importance of job analysis and describing the job analysis process; analyzing the legal environment in human resource management; identifying the recruitment sources; comparing and contrasting interview techniques; analyzing the use of employment tests; analyzing the performance appraisal process; analyzing the role of the benefits and nonfinancial compensation packages in attracting and maintaining employees; assessing safety and health programs and employee assistance programs.

## **DISTANCE EDUCATION STATEMENT**

Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

## **COURSE ASSIGNMENTS/ASSESSMENTS**

**This is a compressed WEB class and will be conducted during the first eight weeks of the 2014 Fall Semester. Dates for the class will be: August 25 thru October 17, 2014.**

As a WEB course the class will be delivered over the internet. It is essential and imperative that you have access to a computer. If you do not have a computer at home you can access the RGC computer labs during the following times: Monday-Thursday, 8am to 9 pm and on Friday, 8am to 4pm.

**A discussion post will be held every week. The discussion link will be open on Monday at 9am and close on Thursday at 5pm. THERE ARE NO PROVISIONS FOR MAKING UP A MISSED WEEKLY DISCUSSION. IF YOU MISS A DISCUSSION BOARD YOU WILL RECEIVE A GRADE OF "0" FOR THAT WEEK'S DISCUSSION. Students will be expected to actively participate in the discussions which will cover topics from the text and/or external links posted for the course. Students will respond to a minimum of three questions each week. Responses to questions must be substantive responses and must include citations from the text and/or assigned readings. The discussion board posts will constitute 50 of your grade for the semester. Posts such as "excellent points" will not be accepted and will not suffice as a response.**

Each chapter of your text also includes a Case Study(s). **The topics for the Case Study will be noted on the Assignment link on Blackboard.** In addition to the discussion posts, students will submit a weekly two page paper on the case studies assigned. Your response to the Case Study assigned must include an analysis of the Case Study presented as well as how the Case Study may apply to your current employment. What aspect(s) of the case reviewed can be directly applied/incorporated in your current place of employment?

**The Case Study papers must be turned in no later than 5pm on the Friday of the assigned case study as is noted in the class schedule. The lone exception is the case study assigned for the last week of the class. Please note the revised due date for the case study assigned for week 8.**

**Late papers will not be accepted. Students who fail to submit their Case Study papers by the deadline will receive a grade of “0” for the assignment. All papers must be submitted via Word—DO NOT SUBMIT PAPERS IN PDF FORMAT. PAPERS SUBMITTED IN PDF WILL NOT BE GRADED. The Case Study papers will constitute 50% of your grade.**

## **GRADING CRITERIA**

The sum of the discussion posts and case study papers will each count for 50% of your grade. Extra credit will not be awarded.

A—90+

B—80-89

C—70-79

D—60-69

F—scores less than 60

## **ADA STATEMENT**

Sul Ross State University Rio Grande College is committed to equal access in compliance with the Americans With Disabilities Act of 1973. It is the student’s responsibility to initiate a request for accessibility services. Students seeking accessibility must contact the Student Support Specialist on their campus.

## Class Schedule

<b>MONTH/DAY</b>	<b>ASSIGNMENT</b>
August 25	Mathis and Jackson—Chapters 1&2 Case Study 1 due. Paper must be received no later than 5pm on Friday, August 29.
September 1	Mathis and Jackson—Chapters 3 & 4 Case Study 2 due. Paper must be received no later than 5pm on Friday, September 5.
September 8	Mathis and Jackson—Chapters 5 & 6. Case Study 3 due. Paper must be received no later than 5pm on Friday, September 12.
September 15	Mathis and Jackson—Chapters 7 & 8. Case Study 4 due. Paper must be received no later than 5pm on Friday, September 19.
September 22	Mathis and Jackson—Chapters 9 & 10. Case Study 5 due. Paper must be received no later than 5pm on Friday, September 26.
September 29	Mathis and Jackson—Chapters 11 & 12. Case Study 6 due. Paper must be received no later than 5pm on Friday, October 3.
October 6	Mathis and Jackson—Chapters 13 & 14. Case Study 7 due. Paper must be received no later than 5pm on Friday, October 10.
October 13	Mathis and Jackson—Chapters 15 & 16. Case Study 8 due. Paper must be received no later than 5pm on Thursday, October 16.