

**Human Resources Management - Online**  
**MGT 3363:W01**  
**Web Delivered**  
**Summer I, 2019**

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**Course Description:**

This course is designed to acquaint the student with the field of Human Resources Management and its numerous functions. It will reinforce the notion that all managers are necessarily involved with human resources management. The course will bring into focus the changes that are occurring in management at all levels and the increasing importance and value of the human resources management functions in organizations.

**Required Course Materials:**

Noe. Fundamental of Human Resource Management: 8<sup>th</sup> edition. McGraw-Hill.  
ISBN: 9781260478983 includes CONNECT access and E-Book.

**Student Learning Outcomes (SLO):**

- SLO 1 Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies
- SLO 2 Students will be able to communicate about contemporary business related topics
- SLO 3 Students will be able to comprehend the impact of ethical and social responsibility in business.

**Course Objectives**

The successful student will be able to:

1. Practice the role of HRM in strategic planning and decision making.
2. Utilize the conceptual and applications framework associated with the fundamental HRM activities.
3. Recognize the relevance of the course content to the practical issues of managers.
4. Transact human resources management within all its applicable legal constraints.
5. Exercise staff recruitment, selection, job design, planning, and total compensation within the scope of the criteria and measures.

**Required Supplies and Resources**

- Blackboard Academic Suite – login using your Sul Ross email username and password. If you have trouble, use the Help Desk 432-837-8888 or toll free at 1-888-837-2882
- Internet access; high-speed rather than dial up. If you use dialup it will be slower and you may not be able to complete all of the assignments
- Connect Access Code

### **Distance learning (Online) Absences Statement (Non-Participation Statement)**

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

- not logging on to the course
- not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, and/or
- not following the instructor's participation guidelines stated in the syllabus

Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

**Online Assessment** includes the administration of exams. The exams will be scheduled during an established date and timeframe. You will be expected to schedule the taking of your exam during this timeframe. Avoid waiting to the last minute to reduce stress on your part to “beat the clock” and reduces the risk of technical problems that often occur at the last minute.

If difficulties are encountered while taking an exam, notify your professor by email right away. Your professor will determine if the circumstances warrant a “reset.” Blackboard statistics track the logins made and documents the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

### **Course Grading**

Engagement/Responsiveness (includes BB or CONNECT)	10%
CONNECT – Assignments (quizzes, cases, etc)	40%
Exams	50%
Total Points	100%

#### **Engagement/Responsiveness:**

The purpose of this graded course component is solely a function of the fact that this is an online course. As such, it is critically important that you are “engaged!” That is, that you are active in the course; responsive in submitting work; timely in responding to various requests I may have and so forth. This is intentionally a small percentage but an important component nonetheless. In short, I want to try and ensure that each of you is “on top” of course components and that the course takes on a high priority in your life for the next several weeks.

### **Academic Honesty:**

The following is copied from the Student Handbook and will be adhered to:

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. "Cheating" includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.
9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
11. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
12. "Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

### **SRSU Disability Services:**

**ADA (Americans with Disabilities Act)** Sul Ross State University 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 services must contact Mary Schwartze-Grisham, M. Ed., LPC., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas. Telephone: 432-837-8691. E-mail: [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu) .

<b>Date</b>	<b>Connect Assignment</b>	<b>Due Date</b>
<b>May 29</b>	<b>Chapter 1: Managing Human Resources</b>	<b>June 9</b>
	<b>Chapter 2: Trends in Human Resource Management</b>	<b>June 9</b>
<b>June 3</b>	<b>Chapter 3: Providing Equal Employment Opportunity and a Safer Workplace</b>	<b>June 9</b>
	<b>Chapter 4: Analyzing Work and Designing Jobs</b>	<b>June 9</b>
	<b>Exam 1 (Chapters 1, 2, 3 and 4)</b>	
<b>June 10</b>	<b>Chapter 5: Planning For and Recruiting Human Resources</b>	<b>June 16</b>
	<b>Chapter 6: Selecting Employees and Placing Them in Jobs</b>	<b>June 16</b>
<b>June 17</b>	<b>Chapter 7: Training Employees</b>	<b>June 23</b>
	<b>Chapter 8: Developing Employees for Future Success</b>	<b>June 23</b>
	<b>Exam 2 (Chapters 5, 6, 7 and 8)</b>	
<b>June 24</b>	<b>Chapter 12: Establishing a Pay Structure</b>	<b>July 1</b>
	<b>Chapter 13: Recognizing Employees</b>	<b>July 1</b>
	<b>Chapter 14: Providing Employee Benefits</b>	<b>July 1</b>
<b>July 1-3</b>	<b>All assignments must be completed</b>	<b>July 3</b>
<b>July 4</b>	<b>Holiday</b>	
<b>July 5</b>	<b>Final Exam (Chapters 12, 13 and 14)</b>	<b>July 5</b>