



Human Resource Management - MGMT 4101 (Section 01)
College of Business

Spring 2016 • Monday & Wednesday 5:00 PM – 6:15 PM • Clayton Hall Room T100

Instructor: **Nikia Yallah** (<http://www.clayton.edu/faculty/nyallah>)
Office Hours: **Mon., Wed. & Fri. 10:00am-11:00am (Phone, E-Mail, Virtual/Chat, or Appt.)**
Office Location: **Office of Human Resources – Arbor Hall**
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Students: IMPORTANT. I check course email once daily during the business week (M-F), with the goal of responding to you within 24 hours. Emails received Friday - Sunday will receive a response by or on Monday. Please adhere to the following email subject line naming convention when sending emails to ensure response goals are met: **Subject Line: MGMT4101 - Subject**

College of Business Mission:

- Prepare a diverse student body for business and professional careers by providing a quality education.
- Provide a student-centered environment, enriched by experience-based learning, active community service, and the use of technology to enhance student learning.
- Support faculty in applied and instructional research and service to the profession.
- Serve primarily the metropolitan Atlanta area while staying connected to the global community.

Check the College of Business website often for updates about academics, career advisement, current policies, and events: <http://business.clayton.edu/>

Course Description:

Human Resource Management covers the principles and practices of personnel management, including the responsibilities of personnel departments such as recruiting, placing, training and evaluating personnel, and meeting legal requirements (Prerequisites: MGMT 3101 or HCMG 3101).

Required Course Materials: *(Materials are needed as of the first class session)*

Managing Human Resources, 17th Edition (Aplia Access Code Bundle)

Scott A. Snell, Shad S. Morris, George W. Bohlander
ISBN: 9781305625860

1. **Aplia e-Text Book.** Aplia e-Text with Course Mate/Mind Link is required and you MUST buy this combination package. In addition, you MUST have the e-Text Book to complete the Aplia/Test/Quiz assignments. Please see the end of this syllabus for specific instructions on how to purchase.
2. **Access to D2L (Desire to Learn).** Access to D2L is required for all students to ensure student, class, team, and instructor communication.
3. **OPTIONAL:** [Managing Human Resources hardbound textbook.](#)



Course Methods:

This course uses a wide variety of methodologies to transfer and measure learning, including attendance, preparation, presentation, reading, discussion, teamwork, on-line discussions, communication, graded assignments, and on line assessments. Students should properly prepare for class (read and complete assignments as scheduled) and participate in class/online activities.

Teaching Philosophy:

Please review the "Teaching Philosophy" on Clayton State University's website.

Course Learning Outcomes:

This is an introductory course in Human Resource Management. By the end of this course, students will be able to explain human resource theories/models, and describe common human resource management processes. This course familiarizes students with basic principles and practices of the profession, and provides hands-on practice of HR processes as they relate to various HR topics. The secondary learning outcomes listed below directly correspond to the course Units/Parts; corresponding chapter numbers are listed in brackets. Specific learning objectives for each chapter are described within each Unit/Part and will be discussed as we study each chapter.

By the end of this course, students should be able to generalize/understand [chapter numbers are in brackets]:

- Unit/Part 1: Human Resources Management in Perspective [Chapters 1 and 2];
- Unit/Part 2: Meeting Human Resources Requirements [Chapters 3 and 4];
- Unit/Part 3: Developing Effectiveness in Human Resources [Chapters 5, 6, 7, and 8];
- Unit/Part 4: Implementing Compensation and Security [Chapters 9, 10, 11, and 12]
- Unit/Part 5: Enhancing Employee-Management Relations [Chapters 13 and 14], and
- Unit/Part 6: Expanding Human Resources Management Horizons [Chapters 15 and 16].

Technology:

Students are required to have access to the internet, be adequately skilled in basic computer software programs, and have a working knowledge of D2L. We will use *D2L as the primary means of communication in the classroom*. Assignments will require you to search the Internet for real-world examples of concepts introduced in class. For in-class student presentations, PowerPoint (or an equivalent) is required. The use of D2L to communicate with class members and the instructor is required. All class handouts, supplemental materials, announcements, assignments, and message boards are posted to the course D2L site to facilitate the learning process. *Note: Technological problems do not serve as an excuse for incomplete assignments or unmet responsibilities. Always give yourself enough time to complete course requirements, considering technological difficulties.*

Additionally, Aplia is required and will be used in the course. ***Please see the end of this syllabus to obtain instructions on how to access the online textbook and assignments for this course.***

We will maximize our time in class to engage in class discussions, and participate in activities that cannot be accomplished as easily online or through Aplia. You have a responsibility to complete the online assignments so that you can learn the most from our class activities.



Technology CONT'D:

There are Aplia online assignments due on an estimate of every week. You must complete these assignments on time; you may get “ahead” of the schedule, but you cannot get behind. Once we get started, we will be on the fast track.

This course will be administered through D2L. All communication, including e-mail, will be handled through the course website/D2L. *Therefore, it is essential that students access D2L on a daily basis.*

To access D2L, go to the Clayton State University Homepage, Current Students, and then click on “Desire to Learn (D2L)” under Academic Resources. Alternatively, you may use the following URL:

<https://clayton.view.usg.edu>

Enter your network user id and password (this should be the credentials you use to access the network!) and click “Log in”. You may want to click on the “check browser” before you start using D2L.

For guides on how to use D2L and other Internet tools, check the HUB website located at

<http://www.clayton.edu/hub/d2l>

Course Schedule/Assignments:

The following provides a summary checklist of topics, due dates, and assignments by week. An itemized detailed schedule is available via the D2L course website. This syllabus provides a general plan for the course. Students are expected to complete the required reading(s) and self-paced study prior to assignments, quizzes, tests, or other deliverables. The instructor reserves the right to make periodic changes to content, requirements, and schedules to accommodate the needs of the class and to fulfill the goals of the course. **Late assignments will not be accepted.**

Any work you turn into the instructor should be typed using APA format (double-spaced, Times New Roman/Arial 12 point font). For a sample APA formatted template, please review course materials within the course/D2L. Please note, there may be additional assignment specifications for projects, please be sure to check the assignment instructions prior to submission. As deemed necessary, students may be required to attend the Writing Center.

Spring Semester Week	Content/Readings	Assignments
Week 1	Course Overview/Unit 1	Discussion/Aplia
Week 2	Unit 1	Aplia
Week 3	Unit 2	Aplia
Week 4	Project Pt.1/Case Study	Case Study/Discussion
Week 5	Unit 3	Aplia
Week 6	Unit 3	Aplia
Week 7	Project Pt.2	Exam:(Chapters 1-8)
Week 8	Unit 4	Aplia
Week 9	Unit 4	Aplia
Week 10	Project Pt.3/Case Study	Case Study/Discussion
Week 11	Unit 5	Aplia
Week 12	Unit 6	Aplia
Week 13	Project Pt.4/Case Study	Case Study/Discussion
Week 14	Project Compilation	Bonus Test/Project Due
Week 15	Reflection	Study for Exam
Week 16	Exam Review	Exam Review
Final Exams	Final Exam	Final Exam (Chapters 1-16)



Course Deliverable(s)/Point Allocation Schedule/Grading:

Assignment Type	Deliverable Points Allocated	Totals
Aplia Assignments	One at 10 points / Eight at 40 points each	330
Discussions	Four at 25 points each	100
Project	One at 180 points each	180
Case Studies	Three at 50 points each	150
Bonus Exam (Optional)	One at 20 points	20 (Bonus)
Exams	Two at 120 points each	240
Total Possible Points:		1000

GRADING SCALE

- A = 90% or more (900-1000)
- B = 80% or more (800-899)
- C = 70% or more (700-799)
- D = 60% or more (600-699)
- F = 59% or less (< 600)

You may check your grades at any time on the web to see where you stand in the class. Typically assignments will be graded the following Sunday after the assignment due date.

Individual Participation/Attendance

Attendance, participation, professional behavior, and satisfactory student conduct is important to success in this course. Attendance WILL be considered in calculating final grades.

Plagiarism Detection Software

This course supports the use of plagiarism detection. When you submit any written work, your work will be reviewed using Turnitin.com software. Please be cognizant of writing in APA format, identify any references, and in text citations; in addition to paraphrasing where appropriate to avoid plagiarized material. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

Aplia Assignments

Each chapter has anywhere from 2 to 3 assignments related to concepts covered. If you read the assigned chapters, the assignments should take about 45-60 minutes to complete, and will assist you in retaining course specific material for quizzes and exams. You may begin working as soon as you access the online text/content. Feel free to work ahead if you like. **Late assignments will not be accepted.**

Discussions

During the course, you will be assigned discussions. We will also conduct discussions in class based on assigned readings. The detailed course schedule will provide you with the due dates for each graded discussion. The discussions are accessible through D2L. You will need to analyze the concept being questioned for the provided discussion, then provide your written analysis of the same/or as per the discussion assignment. Instructions on how to communicate in discussions are listed in D2L. **Late discussions will not be accepted.**



Case Study

During the course, you will be given assigned case studies to execute. You will need to read and analyze the case study assignment and compose a 1-2 page APA formatted paper of your analysis.

Quizzes/Exams

During the course, you will be given exams and/or quizzes. Normally, the first will cover Chapter 1-8 and the second will cover either chapters 9-16, and the exams will cover any chapters 1-16. All exams/quizzes are accessible via Aplia.

Project

You will be required to complete a project. The project will be issued in 4 parts which will allow you the opportunity to thoroughly complete it. A guide relative to instructions on each area is provided on the class website/D2L.

Purpose of the Project: The purpose of this project assignment is to give students the opportunity to choose an HR topic that interests them and look at it "in-depth." The idea is to give you the flexibility to choose an area that really interests you, that is relevant to your field; or, conversely, expose you to an area of HR you never knew existed or learn more about an area or HR. The project also provides you with exposure to conducting research.

Project Topic. The project can be anything related to the topic of Human Resources. For example, you may pick a specific HR practice; describe what it is examine some of the current legal, technical, operational or other implications relevant to the topic, any recent developments with respect to your chosen topic, etc. For example, if you currently work in Information Technology, you may wish to pick a topic that has to do with HRIS. If you are considering entrepreneurship, you may want to research recruitment strategies or HR Law. If you are thinking about a career such as Healthcare, you might research an HR issue specific to healthcare.

You may focus narrowly or broadly. A "narrowly" focused project might be to examine a key piece of legislation or court decision and discuss its impact on HR practice; a "broadly" focused project may consist of a review of options a small company may use in implementing a retirement program.

More details on the project for the course will be given in class. This is not a long or intense project – it is designed to be meaningful, informative and educational in nature – not busywork!

The below list contains just a partial list of general topics that you may wish to investigate in order to find a specific area that you wish to learn more about; it is by no means restrictive – you may feel free to choose any topic that is of interest surrounding the topic of HR, if you are unsure please consult with me in advance to allow time to prepare your Project.

- HRIS
- Employee Selection, Recruitment, and Retention
- Training and Development
- Employee Relations
- Employment Law
- Benefits
- Performance, Appraisal, and Incentive
- Work/Life Balance



COURSE POLICIES

1. Ground Rules and Basic Expectations about Attendance, Participation, and Conduct:

As instructor, I reserve the right to change a student's grade at my discretion based on my assessment of commitment as it relates to class. Advice to students: read ahead, be prepared and on time, and be present in any required class meetings. Save your absences for serious need, an absence is an absence. Only in extremely extenuating circumstances do I consider "excused" or "unexcused." The instructor, who must be provided documentation from a physician or legal counsel, must approve these circumstances. Two incidences of tardiness equal one absence. Attendance is very important for presentations and discussions. Plan ahead.

If a student misses roughly 15% of the class, it is considered excessive. Two incidences of tardiness will equal one absence. **Each 15% absence rate may result in a final letter grade reduction.**

Being present in class and actively participating in the learning process while in class is an expectation at the most basic level. This includes reading the chapters and completing any related assignments, including assessments, cases, and other text-related activities.

Each student has a professional responsibility to be punctual, be prepared, and to actively participate in every class meeting. Interaction among class members should be kind, respectful, and thoughtful. Punctuality and courteous respectful behavior is required. Please put your cell phones and pagers on "silent" mode. At the request of previous students (and as part of your responsibilities as outlined in the catalog) please close your computers unless you are taking notes related to the class discussion, or you are completing an in-class computer based assignment.

The link below is to the Basic Undergraduate Student Responsibilities from Clayton State's online Academic Catalog: <http://a-s.clayton.edu/BasicUndergraduateStudentResponsibilities.htm>. Please familiarize yourself with these responsibilities as part of your contractual relationship with Clayton State University.

If you must be absent, please contact a course/team member to get any assignments or updates from the missed class. If an assignment is due, please submit the assignment using the proper submission guidelines. If you still do not understand or need any clarification, please email me. Students are expected to attend each class and be prepared to discuss the assigned material. This requires a personal commitment to the class and realistic scheduling.

UNIVERSITY ATTENDANCE POLICY: Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

2. Technology

The class schedule may be adjusted and students will be notified via our website of all changes. I suggest checking the class website daily to see if there is any helpful news or updates. Make Aplaia and D2L a "favorite" on your internet browser.

Technological problems are no excuse for incomplete assignments or unmet responsibilities. Always give yourself enough time to complete course requirements, considering technological difficulties. Go to the Hub and get your computer "tuned up" so that it is running properly.



3. Communication

Please let me know if you need individual assistance. The most effective way to communicate with me and your other course mates is through our website. You will hear back from me within 24 hours. If you do not, then please send a campus email, and please include in the subject line of your email, the course, and subject so that I know who you are. (To ensure the safety of technological communication devices, I delete messages from unknown senders). If you prefer to call me, then you should know that I might check messages only during office hours. The quickest response is our class email.

4. University Policy Reminders

- **Notebook Computer Access:** Each CSU student is required to have ready access throughout the semester to a notebook computer that meets the ITP Choice requirements for the student's academic program. <http://itpchoice.clayton.edu/>
- **Computer Skills:** Students will be responsible for having or obtaining basic computer skills including the ability to send and receive email, internet browsing, and word processing. Higher-level skills will be expected for many courses.
- **Academic Integrity:** Academic integrity is of paramount importance at Clayton State University. Students are expected to abide by the Student Code of Conduct as outlined in the University's official Student Handbook. <http://www.clayton.edu/Portals/47/docs/code-conduct-2010-11.pdf>.
- **Disability Services:** Any Clayton State student who can provide appropriate documentation of one or more disabilities may be eligible for services according to the Americans with Disabilities Act, 1990. <http://www.clayton.edu/disability> . Disability Resource Center, 255 Edgewater Hall, (678) 466-5445 or e-mail at DisabilityResourceCenter@clayton.edu.
- **Special Accommodations:** Individuals with disabilities, who need to request accommodations or obtain this document in an alternative format, please contact the Disability Resource Center, 255 Edgewater Hall, (678) 466-5445 or e-mail at DisabilityResourceCenter@clayton.edu.
- **Student Policies:** Students are expected to abide by all policies in the University Catalog, Student Handbook located here: <http://www.clayton.edu/community-standards>, and here: <http://www.clayton.edu/Portals/46/docs/2013-2014%20Student%20Handbook.pdf>.
- The CSU policy concerning children in classes and on-campus:
 - ◇ Children are not permitted in classrooms.
 - ◇ Faculty will not allow children to be present in their classrooms. If a student brings children to class, the student and child(ren) must be told to leave the classroom.
 - ◇ Unattended children will not be permitted on-campus (in hallways, the gym, the library, outside of buildings, etc.).

Public Safety (CSU Police) 678-466-4050 will be notified if unattended children are observed on campus <http://www.clayton.edu/public-safety>. If faculty or staff observe unattended children on-campus, they are responsible for informing Public Safety. Parents are referred to Campus Life (UC Room 258, 678-466-LIFE) for information concerning childcare facilities off-campus, <http://www.clayton.edu/campus-life>.



How to access your Aplia course

Human Resource Management MGMT4101 (Sec 01) Spring 2016

Instructor: Nikia Yallah

Start Date: 01/09/2016

What is Aplia?

In just 10 years, more than one billion answers have been submitted through Aplia, the premier online assignment solution. Millions of students use Aplia to better prepare for class and for their exams. Join them today!

Registration

1. Connect to <http://login.cengagebrain.com/course/7U8K-8AYU-VSZA>
2. Follow the prompts to register for your Aplia course.
3. If you already registered an access code or bought Aplia online, the course key to register for this course is: **E3Y2-K3RT-7NL3**

Procurement

Please contact the Clayton State University Bookstore, the "Loch Shop" to purchase your course materials or click here for more information <http://www.clayton.edu/auxiliaries/The-Loch-Shop> .

Payment

After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Free Trial: You can access Aplia until 11:59 PM during your free trial. After the free trial ends, you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access. **To check whether your computer meets the requirements for using Aplia, go to** <http://www.aplia.com/support/config.jsp>