



TECH 4101 – HUMAN RESOURCES FOR ADMINISTRATIVE
AND TECHNOLOGY MANAGERS (CE section)

Course Syllabus – Fall 2015

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Name: Dr. Christie Burton
Office: 131B Faculty Hall
Office Hours: Wed 9 a.-1 p.; Fri 9 a.-11 p.

E-mail: **Please use the Desire2Learn/GaView Email Feature for ALL emails.**
Desire2Learn/GAView is the virtual classroom for this course so please use it for communications related to the course. If you are unable to access Desire2Learn, use christieburton@clayton.edu.

Responses: **IMPORTANT:** I check course email once daily during the business week (M-F), with the goal of responding to you within 24 hours. Emails sent Fri-Sun will receive a response on Monday.

Phone: 678 466-4636 during office hours

Credit Hours: 3.0 semester credit hours (3-0-3)

Catalog/Course Description: This is a study of basic principles and practices of human resources management. This course contains topics such as recruiting, hiring, evaluating, training and developing employees with legal implications for each of these areas. This course is not open to BBA students and will not count toward a BBA.

Course Prerequisites and Co-requisites: TECH 3101

Class Meetings: There are no on-campus meeting dates for this course. This method of delivery allows students more flexibility than traditional lecture or hybrid online classes, but in exchange for flexibility, you have a greater responsibility to manage your time and your learning environment. The professor acts as facilitator, but this class is primarily a self-managed learning environment.

For online activities, you can gain access to Desire2Learn, by signing on to the SWAN portal and selecting "GaVIEW" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

It is also important to understand that this is a rigorous 4000-level course and requires the same amount of total time and academic commitment expected in traditional seated courses. **This course also uses collaborative learning, and as such, students are expected to meet as**

needed with their assigned learning groups via Desire2Learn/Desire 2 Learn's chat room, discussion boards, e-mail and other communication venues that you will choose for group assignments. You should plan to devote at least 6 hours per week to this course (equivalent to traditional on-campus meeting time plus time for study, assignments, group work, etc.). This figure depends on your reading and comprehension speed, ease of communicating, ability to use online materials, etc.

Community Engagement: This class is part of Clayton State's PACE (Partnering Academics and Community Engagement) program. The goal of PACE is to foster student-community interaction and provide students the opportunity to apply concepts learned in class to relevant, outside environments. Given that human resource management is an applied discipline and competency-based, the CE project will be a great way to apply concepts and skills learned in class to scenarios that students will encounter in their profession. The community engagement project is listed in the calendar and explained in detail in a separate document.

Operation Study: At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

Textbook Information:

Human Resource Management by Gary Dessler, 2013, 13th Edition, Prentice Hall (required)

Exams:

This course uses online proctored exams via Respondus Lockdown Browser and/or Respondus Monitor. As such, you are required to purchase a webcam for use with the exams and quizzes administered in this course. If you cannot purchase a webcam, you must notify the instructor at least two weeks prior to the exam in order for arrangements to be made with the testing center. Please note that there may be a fee of \$20 charged for each exam administered through Clayton State University's Testing Center.

Computer Requirement: Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. By registering for this course, students agree that it is their responsibility to have and maintain a fully functioning computer and Internet access. For further information on CSU's Official Notebook. Computers will be required to access course materials and to communicate with your instructor.

Software Requirement:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to use a Web browser
- You must have access to the Internet, either through the local area network on campus, or through an Internet Service Provider (ISP) of your choice (the costs for the ISP are your responsibility). No excuses will be accepted for inability to access the Internet.
- You must activate your CSU Student E-mail account. For directions on activation, go to <http://www.clayton.edu/hub>
- Students are responsible for regularly checking their Desire2Learn/Desire 2 Learn & CSU student email.

In-class Use of Computers: Notebook computers will be used extensively in this course. For classes that meet on campus, an announcement will be made in advance to inform students when they will be required to bring their laptops to class.

Program Learning Outcomes:

- **communication skills**
- **ethical decision making**
- **professional business acumen**
- **critical thinking and research**

Course Learning Outcomes:

- Understand what human resource management is and how it relates to the management process, including strategic management within organizations.
- Understand and apply concepts of the employee selection process, including employment planning, recruiting and interviewing.
- Understand and apply concepts of employee training and development, performance management, incentives and benefits administration, employee safety and health, job analysis and career management.
- Understand HR's role concerning ethical issues in the workplace.
- Understand personnel issues and processes, including staffing, training, appraisals and complaints.
- Understand a leader's role concerning legal, ethical and quality issues.
- Integrate computer usage into human resource management functions (using Internet searches and Desire2Learn/Desire 2 Learn).
- Improve critical analysis skills and the ability to communicate understanding of complex issues in writing and orally.
- Develop capacity for self-directed learning through the use of collaborative learning techniques and individual study.

Core Curriculum Outcomes can be found at the following link:

http://www.clayton.edu/Portals/5/core_curriculum_outcomes_clayton.pdf

Evaluation:

Two Exams: midterm 100 pts. and final 175 pts.	275
Podcast discussions (2)	20
Syllabus Quiz via D2L and Chapter Quizzes via textbook companion website (ch. 2-12, 14-17 each worth 5 pts.)	85
Group Legal Analysis Project {instructor-assigned members w/ peer evaluation required}	40
Community Engagement Project {choice of either individual assignment <u>or</u> group project w/ student-selected members & same grade for all}	80
TOTAL	500

Grades:

	Midterm Grade	Final Grade
A	180-200 points	450 to 500 points
B	160-179 points	400 to 449 points
C	140-159 points	350 to 399 points
D	120-139 points	300 to 349 points
F	138 and below	299 points or below

Mid-term Progress Report: The mid-term grade in this course, which will be issued between **9/22-10/6/15**, reflects approximately 200 points or 40% of the entire course grade. Mid-term grade includes 100 points from midterm exam, and 40 from the group legal analysis, 10 points from the syllabus quiz, 30 points from six chapter quizzes and 20 points from two podcast discussion exercises. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online at <http://adminservices.clayton.edu/registrar/>, by mid-term, which occurs on **October 9, 2015**.

With valid documentation and under very limited circumstances as prescribed by University policy, students may be eligible for an [Incomplete grade](#). Information on this topic may also be found in the University Catalog.

Course Policies:

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.

General Policy

Students must abide by policies in the Clayton State Student Handbook <http://www.clayton.edu/Portals/46/docs/student-handbook.pdf> and the Basic Undergraduate Student Responsibilities <http://www.clayton.edu/Portals/5/BasicUndergraduateStudentResponsibilities.pdf>.

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.

Course Attendance Policy

Attendance is expected for all class meetings. For online classes, students should log in during the dates listed in the calendar as well as other additional times in order to regularly check for class announcements/emails and to access videos & other course materials.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute

academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at <http://adminservices.clayton.edu/judicial/>.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

Audio and video recording of this course is not permitted except as an accommodation by Disability Services and with prior approval by the instructor. Students are not permitted to copy any part of exams given in this course.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at: <http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

Participation Credit and Preparation for Class

Traditional and hybrid sections: Students must be present in class at the time of the activity and participate fully in the assigned exercise to receive class participation credit. It is expected that students will have completed the reading assignments before class and come prepared to apply what they have read. Students are responsible for completing and submitting the activity or sign-in sheet for class exercises. Students that do not submit their activity sheet when collected will not receive participation credit.

Online sections: Students are expected to log in frequently to the Desire2Learn/Desire 2 Learn course website to demonstrate regular participation in the course.

Submission of Assignments

Always keep a digital copy of your assignments.

All assignments must be submitted electronically no later than 11:30 pm on the due date via the assignment drop box in Desire2Learn, unless otherwise noted. When submitting assignments, students should ensure their name, class title and semester are listed. Failure to do so may result in loss of credit for the assignment. **DO NOT SEND ASSIGNMENTS VIA E-MAIL.**

Special Note about The Chapter Quizzes: The chapter quizzes are accessed through the Dessler textbook companion website (http://wps.prenhall.com/bp_dessler_hrm_11/) rather than the Desire2Learn/Desire 2 Learn assessment function. Chapter quizzes are different from the GV assessments in that they can be taken as early as students desire on the external Internet site listed above. Quizzes must be completed with a **minimum grade of 80%** and submitted via the assignment drop box in D2L by the due date in order to receive credit. Chapter quizzes may be submitted early however, they will not be accepted after the due date.

Although the companion website is from the 11th edition of the book, the content is largely similar. The newer editions no longer provide a free website and I wanted you to be able to have access to this valuable resource.

- a. You may take the quizzes as many times as you like, but the final quiz you submit to me must have a score of at least 80%. Only the multiple choice section is required however, completing the essay questions will help you on exams.
- b. Completed quizzes should be saved as plain text and then sent as an attachment either as a text file or Microsoft Word document through the assignment drop box in D2L. Points will be deducted for quizzes not submitted as attachments.
- c. See separate instructions for setting up your profile on the companion website.

Plagiarism Detection Software.

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.

Communication

All communication about assignments or other matters pertaining in to class will be sent to students using Desire2Learn/Desire 2 Learn, either through the email function or as announcement on the course homepage. You should contact me through the Desire2Learn/Desire 2 Learn email function regarding class matters. In the event that Desire2Learn/Desire 2 Learn is not working, I will use the CSU e-mail system. You are responsible for the contents in the emails sent by me to your CSU email account and Desire2Learn/Desire 2 Learn, as well as all information discussed in class. Make sure you check your email in Desire2Learn/Desire 2 Learn and CSU regularly for updates and announcements.

Late and Missed Work

- ***Assignments and Chapter Quizzes***

Late work is not accepted. Given that the 100% online format allows significant convenience and flexibility for students to complete assignments early and according to their personal schedules, due dates will be strictly enforced. Note that all assignments can be submitted early and that the due date listed in the calendar is the “no later than date.” Failure to submit an assignment (including failure to participate in group work) results in a grade of zero for that assignment.

- ***Exams***

There are no makeups for exams. The final exam must be taken in order to pass the course. Students missing the final examination should contact their instructor concerning the applicability of an [Incomplete grade](#).

In rare instances, emergencies beyond your control may constitute a valid excuse for missed assignments/quizzes/postings, provided the excuse is accompanied by appropriate written documentation. It is the student’s responsibility to contact the instructor as soon as is

reasonably possible, in accordance with the documentation, in order for the excuse to be considered. Missed work without a valid excuse will receive a zero.

Group Work

Given that this is a 4000-level course that uses active and collaborative learning strategies, students will engage in group work both inside and outside of class. Students are expected to meet with their group outside of class regularly. A substantive portion of your final course grade will come from group work. Peer evaluations are due the same day as the group project and will be used to determine individual grades for group work. There is a 10-point penalty assessed on individual grades for failure to submit the peer evaluation by the due date.

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing tutors about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a tutor or sign up for a regular appointment. But remember: you, not your tutor, are ultimately responsible for the quality and content of the papers you submit.

<http://www.clayton.edu/arts-sciences/english/writersstudio>

Important Dates:

Graduation Application Deadlines:

Fall Semester - June 1

Spring Semester - September 15

Summer Semester - January 29

TECH 4101 Calendar**
Fall Semester 2015 (PACE section)

Week #	Monday Date	Reading Assignments: <u>Human Resource Management</u>	Activities
Start Here	August 17	Read and complete the Start Here module on the class D2L site.	<ol style="list-style-type: none"> 1. read syllabus 2. watch welcome video 3. complete syllabus quiz asap ** 4. complete “First Week Introduction” discussion posting by 8/23 5. review FAQ page <p>**NO SHOW/drop from course if not completed by noon on 8/27</p>
And			
***** Week 1		*****	*****

		<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 1 (Role of HRM)</p> <p>Complete learning guides. Read PPTs on associated chapters.</p>	<p>1. complete companion website instructions</p> <p>2. complete Respondus tutorial</p> <p>Ch. 1 quiz from companion website due 8/27 (ungraded for practice)</p>
Week 2	August 24	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 2 (Equal Opportunity/Law), Ch. 3 (Strategic HRM)</p> <p>Complete learning guides. Read PPTs on associated chapters.</p>	<p>Ch. 2 & 3 quizzes due 8/30</p> <p>Podcast discussion on HRM open 8/28- 8/30</p>
Week 3	August 31	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 4 (Job Analysis)</p> <p>Complete learning guides. Read PPTs on associated chapters.</p>	<p>Group formation and discussion board exercise 9/2-9/4</p> <p>Ch. 4 quiz due 9/6</p>
Week 4	September 7	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 5 (Personnel Planning & Recruiting)</p> <p>Complete learning guides. Read PPTs on associated chapters.</p>	<p>Podcast discussion on EEO open 9/11- 9/13</p> <p>Ch. 5 quiz due 9/13</p> <p>Read group project assignment instructions. Work on group project.</p>
Week 5	September 14	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 6 (Employee Testing), Ch. 7 (Interviewing Candidates)</p> <p>Complete learning guides. Read PPTs on associated chapters.</p> <p>View Interview Question podcast</p>	<p>PACE pre test open 9/16-9/18</p> <p>Ch. 6 & 7 quizzes 9/20</p> <p>Work on group project.</p>
Week 6	September 21	<p>Check the homepage announcements often on D2L course site.</p> <p><i>Study for next week's exam and complete any remaining learning guides in preparation.</i></p>	<p>Group Assignment: HR Legal Analysis 9/21</p> <p>CE reflection posting #1 open 9/22-9/24</p>
Week 7	September 28	<p>Check the homepage announcements often on D2L course site.</p> <p>Reading Assignment: Ch. 8 (Training), Ch. 9 (Performance Management)</p>	<p>Midterm Exam (ch. 1-7) open 9/28-9/29</p> <p>Community Engagement (CE) project email due to instructor by</p>

		Complete learning guides. Read PPTs on associated chapters.	10/1 if working in a group. No email equals individual assignment. Ch. 8 & 9 quizzes 10/4
Week 8	October 5	Check the homepage announcements often on D2L course site. Reading Assignment: Ch. 10 (Managing Careers) Complete learning guides. Read PPTs on associated chapters.	CE contract/MOU due 10/5 Ch. 10 quiz 10/11
Week 9	October 12	Check the homepage announcements often on D2L course site. Reading Assignment : Ch. 11 (Pay Plans), Ch. 12 (Financial Incentives) Complete learning guides. Read PPTs on associated chapters.	Ch. 11 & 12 quizzes 10/18
Week 10	October 19	Check the homepage announcements often on D2L course site. Reading Assignment : Ch. 13 (Benefits & Services), Ch. 14 (Ethics) Complete learning guides. Read PPTs on associated chapters.	Ch. 14 quiz 10/25 (no ch. 13 quiz)
Week 11	October 26	Check the homepage announcements often on D2L course site. Reading Assignment: Ch. 15 (Labor Relations) Complete learning guides. Read PPTs on associated chapters.	Ch. 15 quiz due 11/1
Week 12	November 2	Check the homepage announcements often on D2L course site. Ch. 16 (Employee Safety & Health) Complete learning guides. Read PPTs on associated chapters.	Ch. 16 quiz due 11/8
Week 13	November 9	Check the homepage announcements often on D2L course site. Ch. 17 (Global HRM) Complete learning guides. Read PPTs on associated chapters.	Ch. 17 quiz due 11/15
Week 14	November 16	Check the homepage announcements often on D2L course site. Ch. 18 (HRM in Small Firms) Complete learning guides.	

		Read PPTs on associated chapters. <i>Continue working on CE project.</i>	
Week 15	November 23	Check the homepage announcements often on D2L course site. <i>Study for final exam and complete any remaining learning guides in preparation.</i>	Community Engagement PowerPoint due 11/23 CE reflection posting #2 open 11/23-11/25 PACE post test open 11/30-12/1
Week 16	November 30	Check the homepage announcements often on D2L course site. <i>Study for final exam and complete any remaining learning guides in preparation.</i>	
Week 17	December 7		Final Exam (ch. 8-18) open 12/7 only. There are no makeups for the final exam.

**** Calendar notes:**

- ✓ Note that Monday begins the week and that Monday's date is listed in the first column.
- ✓ All submissions are due by 11:30 pm on the due date unless otherwise noted in the instructions or indicated by the **D2L maintenance schedule**.
- ✓ Exams & quizzes cover assigned readings, lectures and video.
- ✓ As dates are subject to change, students should check announcements on the homepage.