MGT6177.E1 Human Resource Management
Spring 2023

PROFESSOR INFORMATION:
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COURSE INFORMATION:
MGT6177.E1 Human Resource Management
Level: Graduate
Beginning Date of Session: Saturday, March 11, 2023
Ending Date of Session: Thursday, May 18, 2023
Student access available to the Student Portal: Saturday, March 11, 2023.

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 Resource Management: Gaining a Competitive Advantage
Author: Noe, Hollenbeck, Gerhart, Wright
Publisher: McGraw Hill
Year Published: 2023
Edition: 3rd
ISBN: 13: 9781264188895
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 7th edition, 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, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents a systematic framework for analyzing and evaluating human resource management functions within an organization. Topics include hiring, training, compensation, benefits, employee relation/labor relations, performance management, safety, and health management. This course will review Human Resource Competencies in Early Career, Mid-Career, and Senior Career. Topics will also include key competencies in mandatory areas of Human Resource Management.

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

1.	Assessing human resource management activities such as forecasting requirements workforce availability analysis, and talent requirements needed by an organization.
2.	Analyzing the legal environment surrounding human resource management functions.
3.	Analyzing the performance appraisal process, the methods used, and the problems encountered.
4.	Evaluating the strategic role for the human resources department and professional, reviewing the competencies necessary in anticipating and preparing for future business needs.
5.	Reviewing competencies in Compensation and Benefits including the following: Creating a Flexible Workplace, Designing Incentives and Rewards, Discretionary Employee Benefits, Managing a Diverse Workforce, Aligning and Managing Work/Life Relations in Organizations, Managing a Salary Survey Project, Total Rewards.
6.	Evaluating the competency in Employee Relations including the following: Managing and Responding to Poor Employee Performance, Managing Virtual Work Teams, Organizational Entry and Socialization, The Evolution of Human Resource Management and Workplace Dispute Resolution.
7.	Analyzing Transformational Strategic Human Resources approaches in Ethics, Organizational Strategy, and The Role of Mission and Values in Strategic Human Resources Management.
8.	Illustrating competency in Training and Development including the following: Conducting Needs Assessments, Return on Investment, Transfer of Training, Using Technology in Communication and Training.
9.	Summarizing Workforce Planning including the following: Aging and Employment Strategies, Job Analysis based on Performance Appraisal, Performance Management, and Appraisal.
10.	Demonstrating the ability to manage interactions to support organizations and describing the ability to maintain productive relationships.
11.	Reviewing the ability to effectively exchange information with stakeholders, organizational leaders, and employees. This includes both verbal and written interactions and is the foundation on which relationships are built and maintained.
12.	Analyzing the integration of integrity and accountability through all organizational and business practices.
13.	Identifying HR practices focusing on fairness and justice for all people within the organization.
14.	Developing organizational ethical standards and creating HR systems that reinforce the organizations' desired ethical climate.
15.	Assessing the new Human Resources competencies and competency model for the 21st century.
16.	Evaluating new organization initiatives, consulting, and then leading the implementation of those that receive approval.
17.	Applying the concepts related to critical evaluation competency to key roles and duties performed by Human Resources professionals.
18.	Reviewing solutions to potential obstacles to successful implementation of organizational initiatives.
19.	Identifying how Human Resources leaders can be transformational leaders for the organization by leading change.
20.	Demonstrating the ability to apply business acumen in various contexts.
21.	Evaluating the effectiveness of Human Resources in Global and Cultural domains.

COURSE POLICIES:

1. Submit all assignments timely. Late assignments will only be accepted 1 day after the assignment due date and with a 15% deduction. Assignments submitted later than 1 day after the due date will not be accepted or graded unless an arrangement has been made with the professor **prior** to the due date of the assignment and only if a medical emergency (proof of the medical emergency will be requested). **No late assignments will be accepted after the course end date. Failure to submit assignments due to business, vacation travel or similar reasons will not be honored. Mid-term, final exams and the Graduate Research paper will not be accepted after the due date.**
2. Do not plagiarize in any manner. Review the syllabus section that describes what plagiarism is so it can be avoided. Amberton highly values academic honesty. Copying work from another source without proper citations and references will be considered plagiarism and will not be graded.
3. There is no extra credit in this course.
4. Assignments not submitted correctly will not be accepted or graded. Proper submission information will be listed in the classroom.
5. Assignments must be submitted that are of graduate work quality. **APA standards will be strictly enforced,** and APA resources have been posted for review. Review the 7th edition of the APA manual to assist you. Proper format and content equals "A" work. Do not request an "A" in the course if your work does not reflect scholarly submitted work.
6. Resources for this course should come from peer-reviewed academic journals or textbooks. The University library databases are good sources for research. Please contact Amberton librarians for additional information if needed. **Internet resources are not always credible and such sites such as Wikipedia.com, msn.com. etc. are not academic research sources and are unacceptable.**
7. **SHRM PowerPoints will be distributed. If you plan to study for SHRM certification, please download the slides for future use.**
8. Course meetings will be held every two weeks. An access link will be posted in the Moodle classroom during the week the meeting will be held with instructions.
9. Graded assignments will be returned 3-5 days after submission.

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.

Attendance Policy:
Regular and punctual class attendance and engagement is expected at Amberton University. In case of an 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. **Ceasing to attend classes does not constitute an official withdrawal**.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy
Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Students agree that by taking this course, all required assignments may be subject to submission for a 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 in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach, helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1	Chapter 1: Human Resource Management	View PowerPoint: Read Chapter 1: Post Bio	1-8	Review Syllabus; **Notate Assignment Dates**
2	Chapters 2 – 3: Strategic HR Management/The Legal Environment	Read chapters 2 – 3; View PowerPoints	5, 7, 13	Assignment 1 due Mar 23 (11:55 pm CST)
3	Chapters 4 – 5: Analysis and Design of Work; HR Planning/Recruitment	Read chapters 4 – 5; View PowerPoints	1, 10	Personal Reaction Paper due Mar 30 (11:55 pm CST)
4	Chapters 6 – 7: Selection/Placement; Training	Read chapters 6 -7; View PowerPoints	10, 15	Complete Weekly Readings
5	Chapters 8 – 9: Performance Management; Employee Development	Read chapters 8 – 9; View PowerPoints	9, 10, 15	Complete Reading Midterm Exam information Chapters 1-7. Submit Midterm exam due Apr 14 (11:55 pm CST) Moodle access granted Apr 13
6	Chapters 10 -11: Employee Separation/Retention: Pay Structure Decisions	Read chapter 10-11; View PowerPoints	10	Read all required readings.
7	Chapter 12: Recognizing Employee Contributions	Read chapter 12; View PowerPoint	9, 10, 13	Read all required readings Essay questions due Discussion Questions due Apr 20 (11:55 pm CST)
8	Chapter 13: Employee Benefits	Read chapter 13; View PowerPoint	10	Graduate Research Paper due May 4 (11:55 pm CST)

| 9 | Chapter 14: Collective Bargaining and Labor Relations | Read chapter 14 | 1, 21 | Prepare for final exam |
| 10 | Chapters 15 – 16; Maanaging Human Resources Globally; Strategically Managing the HRM Function | Read chapters 15 – 16; View PowerPoints | 1-21 | Final exam due May 15 (11:55 pm CST) |

GRADING CRITERIA:

ASSIGNMENT	POINTS	DUE
Assignment # 1	10	Mar 23
Personal Reaction Paper	15	Mar 30
Midterm Examination	20	Apr 14
Essay Questions	10	Apr 20
Graduate Research Paper	20	May 4
Final Examination	25	May 15

Total **100**

Descriptions of all assignments will be listed in the Moodle Classroom for student review.

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 processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not 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.

INSTRUCTOR/COURSE EVALUATION:
Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:
The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:
Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature
Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The Library telephone is (972-279-6511 ext. 136, 137, or 138. You can email questions to library@amberton.edu or visit the Library in person on the Garland campus for assistance.