

HUMAN RESOURCES MANAGEMENT BMG K-220

COURSE SYLLABUS (MWF Spring 2015)

This syllabus is subject to change; notice of any changes will ONLY be provided in class

Instructor: Professor G. Kent Harding

Office Hours: T 1:00-2:00pm; R 9:00-10:00am & 4:00 – 5:00pm

Class Room: D - 104

Office: Room C-148

Class Time: MWF 9:00am – 9:50am

Phone: (860) 215-9435

E-mail: kharding@trcc.commnet.edu

Course Prerequisites - ENG* K101 or ENG* K101S placement or completion of ENG* K096 with a “C#” grade or better

Course Description

Please see the TRCC course catalog for official description; the instructor’s description follows.

Human Resources Management is a study of the fundamentals of the full spectrum of the management of people (human resources) in both theory and practice. The course emphasizes application of concepts utilizing cases with an focus on their application in the global marketplace. This course uses the text, internet research and case analysis as the means of introducing the student to the terminology, language, practice and **application of the material presented** in the text.

Learning Outcomes

The Human Resources (HR) Management course is designed to introduce the student to the characteristics and practices of HR managers using the text, cases and lectures by the instructor and selected guests. The course emphasizes the case method to provide the basis for the clarification and application of chapter content and lecture materials. Upon successfully completing the course, students should be able to:

- **Understand** fundamental HR language, terms and concepts evidenced by application to selected cases;
- **Identify factual** HR relevant content in the cases;
- **Infer relevant** content from the case’s description of the situation, personalities and issues;
- **Identify** additional data and information applicable to addressing case issues; and
- **Propose** an appropriate course of action to address the issues(s).

Required Texts and other Materials/Supplies

Managing Human Resources, 16thed. By Scott Snell & George Bohlander; Published by South-Western, CENGAGE LEARNING

Grading

The course grade will comprise three parts as presented below:

Activity	Number	Adjustments *	Student Total Points / %
Exams	4	Lowest dropped	300 / 50%
Participation	Average 1 point per discussion class		30 / 20%
Paper	5 page, 2,000 word research paper		100/ 25%
Attendance	40	3 absences allowed	37 / 5%

* See the details below

THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS

NO ASSIGNMENT WILL BE ACCEPTED AFTER THE CLASS FOLLOWING THE SCHEDULED DUE DATE.

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Grading (con,t)

- **Exams** –
 - All students are required to take the first three of four exams. Any student who has accumulated a grade of 93 (93%) which is an “A” may not take last exam. All other students must take the last exam and the lowest of the first three exams will be discarded in computing their exam points.
 - TESTS WILL BE DISTRIBUTED AND COLLECTED ON THE DATES SHOWN IN THE INCLUDED COURSE ASSIGNMENT SHEET **OR AS MAY BE ANNOUNCED IN CLASS.**
 - All exam answer forms will be collected at the beginning of the class on the due date.
 - Exam forms submitted after the class on the scheduled due date are late and will be penalized 5 points.
 - Exam forms that are not machine readable or are not correctly completed will be penalized 5 points.
- **Written Research Paper**
 - Each student shall prepare a 2,000 word, 5 page minimum research paper on a topic of their choice relevant to the course and approved by the instructor;
 - The research paper shall conform to the MLA formatting and style guide;
 - The paper may be submitted anytime on or before May 1, 2015.
- **Participation**
 - Each student is expected to be prepared to discuss the issues of the assigned case and to defend the recommendations that are made to address the case issue(s) and answer questions posed by the instructor on the same.
 - Comments will be evaluated on a scale of zero to three points:
 - No response – zero points
 - Poor response – one point
 - Satisfactory response - two points
 - Excellent response – 3 points
 - Each student is expected to average one points per day but may earn more or less on any given day; and
 - Students will be called upon on a random basis.
- **Attendance** –
 - 5% of the final grade is earned by attending each class.
 - Three absences are permitted.
 - An attendance sign in sheet will be distributed approximately 15 minutes after the scheduled start of class.
 - Any student not signing the sheet will be considered as being absent.
 - This sheet will be the only evidence of attendance in this course and will be used to document your attendance for financial aid or other externally required purposes. It may also be used to substantiate the reason for a poor or failing grade performance.

The final course letter grade will be determined from the accumulated points as given in the following table -

LETTER	BASE	-	+
A	93+ -100	90 - 93	NONE
B	83+ - 86	80 – 83	87 - 89
C	73+ - 76	70 – 73	77 - 79
D	63+ - 66	60 - 63	67 - 69
F	BELOW 60 POINTS		

Due Dates

Due dates are as shown in the attached assignment sheet(s) and are subject to change. **Changes will only be announced in class.** The student is responsible for maintaining currency on all assignment due dates. If a class is cancelled for some reason,

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expect to do the work and turn in any assignments associated with the cancelled class in the following session. The student may obtain an assigned test by postal mail (e-mail corrupts some content and may therefore not be available) and may return an assigned test by postal mail if and only if arrangements, including the student’s mailing address, have been made with the instructor sufficiently far in advance (at least one week). Students may submit their written case analysis by e-mail. The date of the e-mail will constitute the submission date. Only students having previously submitted a disability release will be granted any accommodation (generally extended time or relocation) for in-class assignments. No accommodation will be given for take home assignments.

Academic Honesty

All students are expected to adhere to the institutional policies pertaining to student conduct as describe in college catalog. Each graded assignment will include the following statement: “I have neither given nor received any assistance from or to any source or person not authorized by my instructor.” Signed (and your signature). Violation of this agreement will result in the immediate removal from this course and a grade of F.

College Policies

THIS SYLLABUS IS A SUPPLEMENT OF AND IS SUBORDINATE TO THREE RIVERS COMMUNITY COLLEGE’S (TRCC) POLICY AND PROCEDURES DOCUMENTS – THE STUDENT HANDBOOK, THE COLLEGE CATALOG AND ALL OTHERS – EITHER PRINTED OR AVAILABLE ON THE COLLEGE’S WEB SITE. TRCC POLICIES AND PROCEDURES SHALL BE THE FINAL BASIS FOR RESOLVING ALL ISSUES PERTAINING TO THE STUDENT’S PARTICIPATION IN THIS COURSE AND SHALL OVERRIDE ANY CONFLICTING COMPONENTS OF THIS SYLLABUS, INCLUDING ANY ATTACHED DOCUMENTS.

Digication Statement

As a student you will maintain an online learning portfolio using a college-designed template in Digication. Through this electronic tool you will have the opportunity to monitor your own growth in college-wide learning. It may even help you determine a major that is best suited to you. You will be able to keep and maintain your learning portfolio after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. If your work is selected and reviewed for assessment purposes, it will remain anonymous and private. Digication provides a “place” where you will connect your learning from the classroom, college, and life in general. Sometimes when you review all of the work you have done and think about it, you end up learning something different and perhaps unexpected. Please review your course outlines to determine what assignments to upload into the TRCC Digication template and please post your own choices, as well. The computer link is - http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/PDF/Digication_Access.pdf. Have fun in learning.

Accommodations

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a **Disabilities Service Provider**.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 215-9265	<ul style="list-style-type: none"> • Physical Disabilities • Sensory Disabilities • Medical Disabilities • Mental Health Disabilities
Chris Scarborough (860) 215-9289	<ul style="list-style-type: none"> • Learning Disabilities • ADD/ADHD • Autism Spectrum

Three Rivers Community College

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CANCELLATION NOTIFICATIONS: myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert. A tutorial is available at the link below

http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

ATTACHMENTS: Course assignment sheet