

Three Rivers Community College
Human Resources Management
Syllabus
Fall 2019

Professor: Larry Flick

Office Hours: by Phone, Messages, or WebEx

eMail: lflick@trcc.commnet.edu (Please always use our Bb class message system to communicate with me.)

Phones: Home – 860-635-0044, Cell – 203-858-6672

Course Web Site: <http://my.commnet.edu>

Required Text: Managing Human Resources, 18th Edition, by Scott Snell and Shad Morris, Publisher – Cengage Learning. ISBN's – Loose Leaf Package 9781337738125, MindTap only 781337389594.

Course Description:

Prerequisite: ENG* K101 or ENG* K101S placement or completion of ENG* K096 with a "C" grade or better. This course deals with the development and direction of human resources. Areas of discussion include affirmative action, recruitment, selection, placement, grievances, wages, discipline, instruction of employees and their evaluations, OSHA, ERISA, and time management and other topics (Previously called Personnel Management).

Rational:

This course focuses on designing management systems to ensure that human talent is used effectively and efficiently to accomplish organizational goals. Regardless of the size of a company employees must be recruited, selected, trained, and managed effectively. They also must be compensated and provided benefits. Additionally, appropriate legal HR systems are needed to comply with numerous laws. We will concentrate on how HR has moved from an "Administrative" focus to a "Strategic" focus and how various HR Metrics show how HR makes a significant contribution to the organization.

Objectives:

You will learn how Human Resource Specialists define their jobs and objectives and meet various challenges they face: how they address international challenges and provide equal employment opportunity: and how they recruit, select, train, develop, evaluate, and compensate human resources.

Grade Computation:

The following is a breakdown of how your final grade will be calculated.

5 Exams (each worth 10% of your grade)	50%
MindTap Chapter Quizzes for each Chapter	15%
3 Papers (each worth 5% of your grade)	15%
Discussion Board Questions for each Chapter	20%

Grading Distribution:

A	94-100	C	73-76
A-	90-93	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Honor Code:

During this course all assignments (quizzes, written reports, & exams) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Reports and exams are not to be collaborative efforts. Students must agree to write their own papers and take the exams. You must message your Professor that you agree to this Honor Code immediately or 10 points will be deducted from each assignment.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

Plagiarism:

Plagiarism is the unacknowledged use of another person's work or ideas in your writing. It is often known as copying word-for-word. However, even paraphrasing without acknowledgement or using the ideas of peers garnered from class discussion or a study group is considered plagiarism. Whether it is conscious or unconscious, plagiarism is a serious academic offense. Your writing for this course, and any other course at TRCC, is expected to be original, and the product of your own thinking. A student who has plagiarized will receive a ZERO on his/her assignment and may be reported to the Academic Dean and/or Student Services Dean for disciplinary action.

Disabilities Statement:

Students with disabilities are guaranteed reasonable accommodation under the provisions of the Americans with Disabilities Act of 1992. Disclosure of a disability must be voluntary and initiated by the student. For further assistance, please contact Matt Liscum in the Office of Disability Services at 860.215.9265 or mliscum@threeivers.edu. Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services.

Electronic Learning Portfolios:

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

College Withdrawal Policy:

Course withdrawals are accepted up until the week before classes end. Withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860.215.9064. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the Financial Aid Office before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is your responsibility to confirm that the withdrawal has been received.

The last day to withdraw from the Fall 2019 semester is November 5, 2019

Other Important Information:

BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY

Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:

"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence."

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:

"Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient's educational programs and activities."

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Maria Krug, the Title IX Coordinator:

Maria Krug – Student Services

Office: C131

860.215.9208

MKrug@trcc.commnet.edu

Human Resource Management

Class Schedule

Fall 2018

Week	Dates	Assignments:
1	8/27/19 to 9/1/19	<p>Review the Syllabus & Class Schedule, explore the Bb Learn Web Site, learn how to take Exams and where to submit assignments, how to communicate through the Bb Message system, etc. Register and become familiar with MindTap. Please submit your commitment to our Honor Code & short bio. & picture, using the Bb Message system.</p> <p><u>Chapter 1 - The Rewards & Challenges of Human Resources Management</u></p> <p><u>Chapter 1 - Quiz (MindTap)</u></p> <p><u>Chapter 1 - Video - Jet Blue - Intro to HR</u></p> <p><u>Web site review - Society for Human Resource Management</u></p> <p><u>Chapter 1 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u></p>
2	9/2/19 to 9/8/19	<p><u>Chapter 2 - Strategy & Human Resources Planning</u></p> <p><u>Chapter 2 - Quiz (MindTap)</u></p> <p><u>Chapter 2 - Video - Ocean House - HR Business Strategy</u></p> <p><u>Chapter 2 - Answer Chapter, Video & Web Site Questions where appropriate on Discussion Board</u></p>
3	9/9/19 to 9/15/19	<p><u>Chapter 3 - Equal Employment Opportunity & Human Resources Management</u></p> <p><u>Chapter 3 - Quiz (MindTap)</u></p> <p><u>Chapter 3 - Video - Jet Blue - Diversity</u></p> <p><u>Web site review - Equal Employment Opportunity Commission</u></p> <p><u>Chapter 3 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u></p> <p><u>1st Paper on Equal Employment Opportunity</u> (Due 9/15/19 Midnight)</p>
4	9/16/19 to 9/22/19	<p><u>Chapter 4 - Job Analysis & Job Design</u></p> <p><u>Chapter 4 - Quiz (MindTap)</u></p> <p><u>Chapter 4 - Video - Intermountain Healthcare - Job Analysis & Design</u></p> <p><u>Web site review - TalentKeepers</u></p> <p><u>Chapter 4 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u></p> <p><u>1st Exam on Chapters 1 - 4</u> (Available from 9/19 through 9/22)</p>
5	9/23/19 to 9/29/19	<p><u>Chapter 5 - Expanding the Talent Pool: Recruitment & Careers</u></p> <p><u>Chapter 5 - Quiz (MindTap)</u></p> <p><u>Chapter 5 - Video - Money Desktop - Recruiting</u></p>

		<u>Chapter 5 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u>
6	9/30/18 to 10/6/19	<u>Chapter 6 - Employee Selection</u> <u>Chapter 6 - Quiz (MindTap)</u> <u>Chapter 6 - Video - Money Desktop - Interviewing</u> <u>Web site review - Uniform Guidelines on Employee Selection Procedures</u> <u>Chapter 6 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u>
7	10/7/19 to 10/13/19	<u>Chapter 7 - Training & Development</u> <u>Chapter 7 - Quiz (MindTap)</u> <u>Chapter 7 - Video - Ocean House - Training & Development</u> <u>Web site review - Association for Talent Development</u> <u>Chapter 7 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> <u>2nd Exam on Chapters 5 - 7</u> (Available from 10/10 through 10/13)
8	10/14/19 to 10/20/19	<u>Chapter 8 - Performance Management</u> <u>Chapter 8 - Quiz (MindTap)</u> <u>Chapter 8 - Video - Metropolitan Bakery - Performance Management</u> <u>Web site review - U.S. Office of Personnel Management</u> <u>Chapter 8 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> <u>2nd Paper on Appraisal Systems</u> (Due 10/20/19 Midnight)
9	10/21/19 to 10/27/19	<u>Chapter 9 - Managing Compensation</u> <u>Chapter 9 - Quiz (MindTap)</u> <u>Chapter 9 - Video - Tough Mudder - Compensation</u> <u>Chapter 9 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u>
10	10/28/19 to 11/3/19	<u>Chapter 10 - Pay-for-Performance: Incentives Rewards</u> <u>Chapter 10 - Quiz (MindTap)</u> <u>Chapter 10 - Video - Tough Mudder - Rewards</u> <u>Web site review - Wilson Group - Rewards That Work</u> <u>Chapter 10 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> <u>3rd Exam on Chapters 8 - 10</u> (Available 10/31 through 11/3)
11	11/4/19 to 11/10/19	<u>Chapter 11 - Employee Benefits</u> <u>Chapter 11 - Quiz (MindTap)</u> <u>Chapter 11 - Video - Stew Leonard's Benefits</u> <u>Chapter 11 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> <u>3rd Paper on Employee Benefits</u> (Due 11/10/19 Midnight)
12	11/11/19 to 11/17/19	<u>Chapter 12 - Promoting Safety & Health</u> <u>Chapter 12 - Quiz (MindTap)</u> <u>Chapter 12 - Video - Stew Leonard's - Health & Safety</u> <u>Web site Review - Occupational Safety & Health Administration</u>

		<u>Chapter 12 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u>
13	11/18/19 to 11/24/19	<u>Chapter 13 - Employee Rights & Discipline</u> <u>Chapter 13 - Quiz (MindTap)</u> <u>Chapter 13 - Video - Unite Here: Employee Rights & Discipline</u> <u>Chapter 13 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> 4th Exam on Chapters 11 - 13 (Available 11/21 through 11/24)
14	11/25/19 to 12/1/19	<u>Chapter 14 - The Dynamics of Labor Relations</u> <u>Chapter 14 - Quiz (MindTap)</u> <u>Chapter 14 - Video - Unite Here: Labor Unions</u> <u>Chapter 14 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> Happy Thanksgiving
15	12/2/19 to 12/8/19	<u>Chapter 15 - International Human Resources Management</u> <u>Chapter 15 - Quiz (MindTap)</u> <u>Chapter 15 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u>
16	12/9/19 to 12/15/19	<u>Chapter 16 - Implementing HR Strategy: High-Performance Work Systems</u> <u>Chapter 16 - Quiz (MindTap)</u> <u>Chapter 16 - Answer Chapter, Video & Web Site Questions when appropriate on Discussion Board</u> 5th Exam on Chapters 14 - 16 (Available 12/9 through 12/15)