



GORDON FORD COLLEGE OF BUSINESS

MGT 311 Human Resources Management – Spring 2024 - Online

Instructor	Email	Phone	Office Location	Office Hours
Dr. Kelly G. Manix (she/her)	kelly.manix@wku.edu	(615) 796-6885	Grise Hall 222	By Appt.

COURSE DESCRIPTION

Prerequisites: (MGT 310 or MGT 210 or AMS 430 or COMM 362 or COMM 461)

Catalog Course Description: An introduction to major human resource management functions, including personnel selection; recruitment; training and development; performance appraisal; compensation; health and safety; labor-management relations; and employment law.

LEARNING OBJECTIVES

This course is designed for anyone who is, or will be, a manager. It is not intended to prepare you to be an HR specialist. Instead, it is designed to add value to your education by acquainting you with practices that will (hopefully) make you more effective in your approach to people-related management issues. Much of an organization's success will depend on managers' talents as caretakers of the organization's human capital. As current and/or future managers, it is important that you become acquainted with some basic HR principles and practices that can be a source of sustainable competitive advantage for your organization.

By the end of the course, you should be able to:

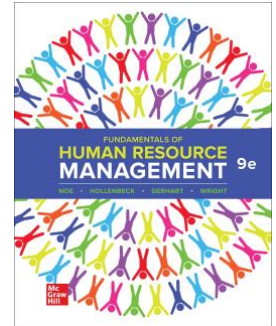
The main objective of this course is to acquaint you with material that will help you be a better manager of the employees on your staff. By the end of the semester, you will be familiar with the:

- Understanding the legal environment affecting HRM
- Maintaining employee safety and health
- Writing and using job descriptions and specifications
- Planning human resource needs
- Recruiting and selecting the right employees
- Training and developing productive employees
- Conducting effective performance appraisals and reviews
- Effectively managing compensation and benefits
- Improving labor relations

COURSE MATERIALS

Required Text

Noe, Hollenbeck, Gerhart, and Wright, Fundamentals of Human Resource Management (9th edition), McGraw-Hill Irwin, 2022. See photo to the right.



Blackboard

Blackboard will be used exclusively for posting class materials, important/helpful links, and disseminating important information about the course. Please check our Blackboard course site often. In order to receive messages and announcements, you will want to ensure the email address you have registered with Blackboard is one that you check daily.

DELIVERABLES

Discussions

There are **11 discussions** throughout the course. Students are asked to answer discussion prompts with an initial response of 200 words and then reply to at least 2 students with 100-word responses for each. Both parts must be completed in order to earn full points for discussion participation.

HR Portfolio Assignments

5 HR portfolio assignments will be completed over the course of the semester. The goal is to create a portfolio of HR-related materials that you can reference in your future careers. More information on these assignments can be found in Blackboard.

Self-Reflection Assignments

Students are **required to complete 6 self-assessments** over the course of the semester that correspond to class materials and textbook content. After taking the assessments, students must record their results and reflect upon them by answering a few additional questions in the journal section of our Blackboard course site. More information on these assignments can be found in Blackboard.

Makeup/Late Assignments and Discussions

Makeup assignments **will not be allowed except in verifiable cases of illness or emergency**. Documentation is required and **students must contact me within one week** of the original assignment date. Failure to do so will result in a 0 for the missed assignment.

Exams

Exams will be delivered electronically via Blackboard. All 4 exams include 50 multiple choice questions. Notes are allowed, but exams are timed. Therefore, students are encouraged to be familiar with the content in order to complete the exam within the allotted 50 minutes.

Makeup Exams

Makeup exams **will not be allowed except in verifiable cases of illness, emergency**. Documentation is required and students must **reschedule within one week** of the original test date. Failure to do so will result in a 0 for the missed exam.

COURSE GRADING

Your final grade is determined by the points earned in each of the following categories:

Deliverable

Discussions (11)
Exams (4)
HR Portfolio Assignments (5)
Self-Reflection Assignments (6)

Points Possible

220 pts (20 pts each)
400 pts (100 pts each)
200 pts (40 pts each)
180 pts (30 pts each)

Total

1000 pts

Letter grades will be awarded as follows: (These point values are already rounded up.)

Point Ranges

A = 895 – 1000 pts
B = 795 - 894 pts
C = 695 - 794 pts
D = 595 - 694 pts
F = 0 - 594 pts

Percent Ranges

(89.5 - 100%)
(79.5 - 89.4%)
(69.5 - 79.4%)
(59.5 - 69.4%)
(0 - 59.4%)

*****Grade bumps and extra credit requested at the end of the semester will be denied.***

COURSE-SPECIFIC CONDUCT AND POLICIES

Respect and Inclusivity

Use language that builds an inclusive and welcoming environment for everyone in online discussions.

Changes to Syllabus/Schedule

The instructor reserves the right to make modifications to the syllabus, tentative course outline, etc., if needed. Students will be provided no less than one-week notification of any changes if at all possible.

ACADEMIC HONESTY AND INTEGRITY

Academic dishonesty includes both cheating and plagiarism. The term “cheating” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Please note that plagiarism includes using the words of a source too closely, even when it is cited in the paper (without quotations). You are responsible for ensuring that any submitted material is free from plagiarism.

If you or the student team engage(s) in any manner of academic dishonesty for this course, a failing grade will be given on the assignment, and depending on the severity, the individual or team may receive a failing grade in the course. Additionally, your case will be referred to the Office of Judicial Affairs for appropriate disciplinary action.

GENERATIVE AI

Artificial intelligence (AI) tools may be utilized to gather information and ideas, but all assignments should be put in your own words. If you choose to use these tools and pass off the generated text as your own, your actions will be considered academically dishonest and a violation of the WKU Student Code of Conduct.

ADA ACCOMMODATION

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

TITLE IX/DISCRIMINATION & HARASSMENT

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

WKU COUNSELING AND TESTING CENTER

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students’ capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745-2548.

COVID-19

All students are strongly encouraged to [get the COVID-19 vaccine](#). In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified

as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill.

BIG RED BACKPACK

The Big Red Backpack program is the title of WKU’s partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

REGULAR & SUBSTANTIVE INTERACTION

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly emails from instructor on upcoming assignments and tips for success
- Timely and detailed feedback on assignments provided within one week of submission.

COURSE SCHEDULE

***All deliverables are due at 11:59 PM on date listed.**

Week	Reading & Content to Review	Deliverables
1	Course Introduction Video Review Course Syllabus and Schedule Chapter 1 – Managing HRM Review PowerPoint & Lecture Notes	<u>Due Friday, 1/19</u> Chapter 1 Discussion – 1 initial post & 2 replies Self-Reflection #1 – HR Disciplines
2	Chapter 2 - Trends in HRM Review PowerPoint & Lecture Notes	<u>Due Friday, 1/26</u> Chapter 2 Discussion – 1 initial post and 2 replies

3	Chapter 3 - Employment Law & Safety Review Chapter 3 Part A & B PowerPoint Review Lecture Notes	<p style="text-align: center;"><u>Due Wednesday, 1/31</u></p> Portfolio Assignment #1 – Employment Law <p style="text-align: center;"><u>Due Friday, 2/2</u></p> Portfolio Assignment #2 – Diversity Management Chapter 3 Discussion – 1 initial post and 2 replies
4	Chapter 4 - Job Analysis & Design Review PowerPoint & Lecture Notes	<p style="text-align: center;"><u>Due Friday, 2/9</u></p> Chapter 4 Discussion – 1 initial post and 2 replies Self-Reflection #2 – Dream Job Skills
5	Chapter 5 - Recruitment Review PowerPoint & Lecture Notes	<p style="text-align: center;"><u>Due Wednesday, 2/14</u></p> Exam 1: Chapters 1- 4 <p style="text-align: center;"><u>Due Friday, 2/16</u></p> Chapter 5 Discussion – 1 initial post and 2 replies Self-Reflection #3 - Interview Ready?
6	Chapter 6 – Selection Review PowerPoint & Lecture Notes Chapter 7 – Training Review PowerPoint & Lecture Notes	<p style="text-align: center;"><u>Due Wednesday, 2/21</u></p> Portfolio Assignment #3 – Interviewing Candidates <p style="text-align: center;"><u>Due Friday, 2/23</u></p> Chapter 7 Discussion – initial post and 2 replies
7	Chapter 8 - Development Review PowerPoint & Lecture Notes	<p style="text-align: center;"><u>Due Friday, 3/1</u></p> Chapter 8 Discussion – initial post and 2 replies Self-Reflection #4 – Career Development
8	Chapter 10 - Performance Management Review PowerPoint & Lecture Notes Watch Portfolio Assignment #4 Video	<p style="text-align: center;"><u>Due Wednesday, 3/6</u></p> Exam 2: Chapters 5-8 <p style="text-align: center;"><u>Due Friday 3/8</u></p> Portfolio Assignment #4 – Data Analysis in Excel Self-Reflection #5 – Job Characteristics & Satisfaction
9	Chapter 11 - Discipline, Separation & Retention Review PowerPoint & Lecture Notes	<p style="text-align: center;"><u>Due Friday, 3/15</u></p> Chapter 11 Discussion- initial post and 2 replies

10	No Coursework – Spring Break	No Coursework - Spring Break
11	Chapter 12 & 13 -Compensation & Incentives Watch Dan Pink TED Talk Review PowerPoints & Lecture Notes	<u>Due Friday, 3/29</u> Chapter 12 Discussion – initial post and 2 replies
12	Chapter 14 - Benefits Watch Video on Insurance Plans Review PowerPoint & Lecture Notes	<u>Due Wednesday, 4/3</u> Exam 3: Chapters 10-13 <u>Due Friday, 4/5</u> Self-Reflection #6 – Benefits
13	Chapter 15 - Labor Relations Review PowerPoint & Lecture Notes	<u>Due Friday, 4/12</u> Chapter 15 Discussion – initial response & 2 replies
13	Chapter 16 – Global Issues Review PowerPoint & Lecture Notes Review Hofstede Dimensions PowerPoint	<u>Due Friday, 4/19</u> Chapter 16 Discussion – initial post and 2 replies
14	Chapter 9 - High Performance Organizations Review PowerPoint & Lecture Notes	<u>Due Friday, 4/26</u> Portfolio Assignment #5 – Employee Engagement
15	<u>Due Friday, 5/3</u> Exam 4: Chapter 14-16; 9	