

BUS 257C: Human Resources Management
University College
School of Professional Studies
WKU Web
Spring 2015

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I will respond to your emails within 24 hours.

Office Hours:

Mondays: 10:30 AM to 12:30 PM
Tuesdays : 11:00 AM to 12:00 PM and 3:00 PM to 4:00 PM
Wednesdays: 10:30 AM to 12:30 PM
Thursdays: 11:00 AM to 12:00 PM

Course Description:

The course provides students with an overview of the human resources management discipline. Among other things, students will explore the human resources environment, strategies to acquire and prepare human resources, assessment of human resources needs, evaluation of human resources performance, and compensation strategies.

Course Material (textbook):

Noe, R.; Hollenbeck, J; Gerhart, B. & Wright, P. (2014). *Fundamentals of Human Resources Management*, 5th Ed. McGraw-Hill.

ISBN 9780078112614

Pre-Requisites:

There are no course pre-requisites.

Special Note:

"In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270)745-5004; TTY is (270)745-3030. Per

university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services."

Rules for Success:

1. Timely Completion of all assigned course-work;
2. Active Participation on the Discussions Board;
3. Professional Etiquette on the Discussion Board; that is, replying and responding; to posts with the utmost respect and courtesy.

Course Objectives and Student Learning Outcomes:

Upon successful completion, the student should be able to:

Learning Objective	Activities	Assessment
1. Describe the human resources environment	Reading Assignments, Discussion Board Interactions (responding to the weekly discussion questions and replying to fellow learners posts).	Discussion Board Grades Weekly quizzes and Module 1 Test.
2. Identify strategies for acquiring and preparing human resources	Reading Assignments, Discussion Board Interactions (responding to the weekly discussion questions and replying to fellow learners posts).	Discussion Board Grades Weekly quizzes and Module 2 Test.
3. Identify performance assessment approaches	Reading Assignments, Discussion Board Interactions (responding to the weekly discussion questions and replying to fellow learners posts).	Discussion Board Grades Weekly quizzes and Module 3 Test.
4. Describe different approaches for compensating human resources	Reading Assignments, Discussion Board Interactions (responding to the weekly discussion questions)	Discussion Board Grades Weekly quizzes and Module 4 Test.

Grading:

Percentage Grade	Letter Grade
90% to 100% (864 to 960 points)	A
80% to 89% (768 to 854 points)	B
70% to 79% (672 to 758 points)	C
60% to 69% (576 to 662 points)	D
Below 60% (less than 576 points)	F

Assignment	Grade
Discussion Board Assignments	260 points (13 weeks @ 20 points each)
Weekly quizzes	180 points (12 quizzes @ 15 points each)
4 Tests	400 points (4 tests @100 points each)
Final	150 points
Total	990 points

Note: I reserve the right to make corrections to the grade book to keep it consistent with the course syllabus, thereby reflecting your true performance and not errors. I also included a 30-point as a built-in extra credit (you are graded on 960 points while you can earn up to 990 points).

Class Assignments:

Responding to questions in the discussion boards are not enough to earn a complete grade. Students are expected to respond to at least two fellow students and comment on their posts. Responses to questions (main posts) are to be substantial with an average of 150 words. Merely agreeing and disagreeing with fellow learners' answers is not sufficient to be considered a replying post; you should justify your position. Posts related to the discussions questions are due no later than Thursday of every week; that should give your fellow learners enough time to respond to your post.

Note: the online week starts on Monday and ends on Sunday. The week's material will be, however, available every Friday preceding the beginning of the new week (you'll get a 3-day head start). You can also post all work by Friday and take the weekend off. I extend the online week until Sunday as an added value for those who need some extra time to post their assignments.

Tests:

All tests and quizzes will be taken online. There will be no make-up tests. Quizzes are to be taken every week starting from week 1. Quizzes will be open, for 20 minutes, from Thursday 8:00 am through Sunday 11:59 pm of every week. You are responsible for taking all tests by their due dates (see attached tentative schedule). Tests will also open,

on the week they are due, from Thursday 8:00 am through Sunday 11:59pm, for two hours. Quizzes will consist of 15 multiple choice questions, while the unit tests will consist of 100 multiple choice questions (tests will cover all chapters included in the unit). The final will consist of 100 multiple choice questions and covers all chapters; it'll open for 2 hours from 8:00 am through 8:00 pm on Wednesday, May 13th 2015.

To be able to take your quizzes and tests, you have to register for the class website on McGraw-Hill Connect with the digital key that comes with your textbook. The registration address is: [McGraw-Hill Connect Web address](#).

If your book has not arrived yet, McGraw-Hill connect will provide you with three week free trial; so no excuse for not taking your quizzes by the due date.

Important!

You are responsible for taking your quizzes and exams on reliable devices hooked to a reliable Internet connection (excuses such as: “my computer froze on me or my connection got disconnected are unacceptable). If you feel that either one may occur with you, you’ll have to use mass media for taking your exams. Quizzes and tests are open for 4 full days so there is plenty of time to take them on a reliable ground. Also, when taking quizzes and tests on blackboard you have to do it on one sitting; meaning, you cannot save and come back to the quiz or go back to an answer and change it (no backtracking). Once you start a quiz, you have to finish it and once you submit an answer you cannot change it. The system will quick out the test, if do any of these.

Blackboard

This course will be delivered via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course site you have access to learning materials, tutorials, and the syllabus. You can discuss issues, submit assignments, take quizzes, and email other students and me. Assistance and help are also available on the use of Blackboard.

Online Discussions: To maximize your learning, you are expected to participate actively in the discussion to the extent of contributing a response of at least 150 words to each question I post and 50 words to at least another post. The responses should add substance, request clarification, or challenge the assertions made by providing real or hypothetical scenarios that the original posting did not cover. **Remember, the purpose of this methodology is to stimulate academic debate and not to verbally attack another student. Do not consistently wait until the last day to respond to questions, as this limits your class interaction with other students and class interaction is a portion of your grade.**

Discussion Etiquette: Western Kentucky University is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thought, opinion, and value. We encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. The following are good guidelines

to follow:

1. Never transmit, promote, or distribute content that is known to be illegal.
2. Never make a statement that is harassing, threatening, or embarrassing to any other students.
3. If you disagree with someone, respond to the subject, not the person.
4. Never make a statement that is harmful, abusive; racially, ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive
5. If I believe that you have violated the above guidelines I will address that concern in a private email to you.

Blackboard Discussion Objectives and Grading Rubric

- The discussion questions provide students with a context to:
 - Demonstrate written communication skills
 - Apply critical thinking skills
 - Evaluate one's learning
- Grading Rubric

Assignment	Quality	Grade
2 Discussion Questions	Substantial answers that draw from documented sources.	4 points each for a total of 8 points
4 replies to fellow learners (2 for each Discussion Question)	Replies are expected to add substance, request clarification, or challenge assertions.	2 points each for a total of 8 points
Responses timeliness	Responses to the DQs are due by Thursdays. Replies are open for the whole week.	4 points
Total		20 points

Plagiarism:

To represent work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own work. One must credit the source from which material was borrowed.

Cheating:

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, problem assignment or other project, which are submitted for purposes of grade determination. If you are caught cheating, you will fail

this class.

Western's Quality Enhancement Plan (QEP):

- The University Mission Statement: Western Kentucky University prepares students to be productive citizens of a global society and provides service and lifelong learning opportunities for its constituents.
- The Student Learning Goal: Students will engage with communities other than their own in purposeful learning activities that explicitly address their capacity and responsibility to contribute to society.
- The Student Learning Outcomes:
 - Students will demonstrate their capacity to apply knowledge and training to address relevant concerns in community or society.
 - Students will demonstrate respect for diversity of peoples, ideas and cultures.
 - Students will demonstrate awareness of their opportunities as responsible citizens living and working in a global society.

For more information about Western's Quality Enhancement Plan, go to the following website: [Western Quality Enhancement Plan](#)

COURSE WORK SCHEDULE:

Upon successful completion of the weekly Modules, students will be able to achieve the corresponding weekly learning objectives.

Week	Activities	Learning Objectives	Assessment
1 01/26/2015	Click on the button labeled "discussions" on the course menu and reply to the Syllabus, Discussion questions grading rubric, and Response Methodology Forums. Go to the introductions forum and introduce yourself to your peers. Study Chapter 1 and respond to the discussion questions; then reply to your fellow learners' posts by the due dates. Take Quiz 1 by the end of the week	1. Define the responsibilities of the human resources department; 2. Explain the ethics in human resources management; 3. Describe the skills of HRM professionals	Discussion board grades and the weekly quiz.

2 02/02/2015	Study chapter 2. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz by the end of the week.	<ol style="list-style-type: none"> 1. Identify trend in HRM 2. Describe the changes in the labor force 	Discussion board grades and the weekly quiz.
3 02/09/2015	Study chapter 3. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz by the end of the week.	<ol style="list-style-type: none"> 1. Explain regulation of HRM; 2. Explain equal employment opportunity. 	Discussion board grades and the weekly quiz.
4 02/16/2015	Study chapter 4. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz and test 1 covering chapters 1 through 4 (unit 1 test) by the end of the week	<ol style="list-style-type: none"> 1. Describe work flow; 2. Work flow design and analysis 	Discussion board grades and the weekly quiz.
5 02/23/2015	Study chapter 5. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz by the end of the week	<ol style="list-style-type: none"> 1. Explain the process of human resources planning; 2. Describe human resources recruiting strategies and sources. 	Discussion board grades and the weekly quiz.
6 03/02/2015	Study chapter 6. Respond to the discussion questions. No replies to your fellow learners' posts and no quiz for this week (enjoy your Spring break)	<ol style="list-style-type: none"> 1. Identify strategies for selecting employees 	Discussion board grades

03/09/2015	Spring Break	Spring Break	Spring Break
7 03/16/2015	Study chapter 7. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz and test 2 (unit 2 test) covering chapters 5, 6, and 7 by the end of the week.	<ol style="list-style-type: none"> 1. Describe the needs assessment in terms of training; 2. Describe readiness for training; 3. Explain the planning of a training program. 	Discussion board grades and the weekly quiz.
8 03/23/2015	Study chapter 8. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz by the end of the week.	<ol style="list-style-type: none"> 1. Describe the process of performance management; 2. Explain the purpose of performance management. 	Discussion board grades and the weekly quiz.
9 03/30/2015	Study chapter 9. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz and the end of the week.	<ol style="list-style-type: none"> 1. Identify approaches to employee development; 2. Identify systems for career management. 	Discussion board grades and the weekly quiz.

<p>10</p> <p>04/06/2015</p>	<p>Study chapter 10. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz and test 3 (unit 3 test) covering chapters 8, 9 and 10 by the end of the week.</p>	<ol style="list-style-type: none"> 1. Explain managing voluntary and involuntary turnover; 2. Explain the concept of job satisfaction. 	<p>Discussion board grades and the weekly quiz</p>
<p>11</p> <p>04/13/2015</p>	<p>Study chapter 11. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz the end of the week.</p>	<ol style="list-style-type: none"> 1. Describe decisions about pay; 2. Describe legal requirements for pay. 	<p>Discussion board grades and the weekly quiz.</p>
<p>12</p> <p>04/20/2015</p>	<p>Study chapter 12. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz by the end of the week.</p>	<ol style="list-style-type: none"> 1. Explain the concept of pay for individual performance; 2. Identify processes that make incentives work. 	<p>Discussion board grades and the weekly quiz.</p>
<p>13</p> <p>04/27/2015</p>	<p>Study chapter 13. Respond to the discussion questions and reply to your fellow learners' posts by the due dates. Take your weekly quiz and test 4 (unit 4 test) covering chapters 11, 12, and 13 by the end of the week.</p>	<ol style="list-style-type: none"> 1. Describe the role of employee benefits; 2. Identify benefits required by law. 	<p>Discussion board grades and the weekly quiz.</p>

14 05/04/2015	Relax and prepare for your finals.		
05/13/2015	Take your final exam on Wednesday 13th 2015. The final will open from 8:00AM through 8:00 PM for 2 hours (100 multiple choice from all covered chapters).		

Note: The final exam is cumulative and covers all chapters. The final consists of 100 multiple choice questions and will be open for 2 hours on Wednesday, May 13th from 8:00 AM through 8:00 PM.