

WFA 348 - Workforce Structure

Instructor Information

Instructor: Mark A Staynings

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Office Hours

Monday 11:00 AM-2:00 PM

Tuesday 9:30 AM-11:00 AM

Wednesday 11:00 AM-2:00 PM

Thursday 9:30-11:00 AM

Friday 10:30 AM-1:00 PM

I am also available for “office hours” virtually and by appointment. Please email me for further information.

Course Information

Course Description

This course will provide an overview of key elements of the importance of successfully managing human resources in the modern workforce. The class is divided into five modules with each module covering two chapters from the textbook.

In Module 1, we will cover the changing organizational environment, structure, and design and how firms adapt to these changes in the modern era

In Module 2, we will explore various approaches to leadership and how these approaches affect motivation.

In Module 3, we examine the importance of working in teams and the impact these teams have on decision making to implement effective problem solving.

In Module 4, we delve into the importance of effective communication to address conflict and developing negotiation skills.

Finally, in Module 5 we address the area of organization culture and how this culture affects and shapes a firm’s ability, and willingness to adopt change.

Course Objectives

Upon completion of the course, students will be able to:

- Explain the importance of the change in a modern organization.

- Identify key elements of leadership and how to use these concepts to enhance employee motivation.
- Evaluate essential components that contribute to the success of workforce teams.
- Develop effective communication strategies to deal with conflict and enhance negotiating skills.
- Understand the importance of organizational culture and how it impacts the ability of the firm to change.

Textbook

[WKU Store Day One Access webpage.](#)

Technology Requirement

- This is an online course and all the course content will be delivered through [WKU Blackboard](https://blackboard.wku.edu/) (https://blackboard.wku.edu/). All of your work will also be submitted through Blackboard.
- You are required to have your own computer for this course. You need to be able to access the course on a regular basis and will need to be on the computer to do work for extended periods.
- You will need a high-speed internet connection (DSL, LAN, or cable connection preferred) in order to stream videos and take the quizzes in a timely manner.
- You are required to have access to a word processor to complete the activities and assignments for this course. As a WKU student you have access to [Office 365 Pro Plus](https://www.wku.edu/its/sms/microsoft_sa.php) (https://www.wku.edu/its/sms/microsoft_sa.php), that allows you to install the Microsoft Suite in your computer, or you can have access to [Office 365](https://products.office.com/en-us/student/office-in-education?legRedir=true&CorrelationId=f5b5c62e-4140-4ae7-8952-8376980ec632) (https://products.office.com/en-us/student/office-in-education?legRedir=true&CorrelationId=f5b5c62e-4140-4ae7-8952-8376980ec632), which includes Word, Excel, PowerPoint and other tools available online.
- You must download the Lockdown Browser in order to take the quizzes. This software prohibits you from accessing files or searching the internet on your computer while taking the exam. More information about Lockdown Browser is available in Blackboard.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Blackboard you can call the IT Helpdesk at 270.745.7000 or visit [them online](https://www.wku.edu/its/service-desk/) (https://www.wku.edu/its/service-desk/).

Assignments/Assessments

The course will consists of readings from the assigned textbook, video lectures, activities, discussions, assignments & quizzes.

Assigned Readings and Video Lectures: The textbook and video lectures provide the content to support the completion of the activities, assignments & quizzes.

Notes Activity: For every chapter you have to read in this course there will be a note activity the follows for you to complete. The notes activities will help you focus on your reading and increase your comprehension and retention of the content.

Assignments: In every module there is a unique assignment that needs to be completed and submitted for grading. Detailed information about each assignment can be found in Blackboard.

Discussions: For the discussion boards in this course you will submit at least one original post and at least two response posts each week. Your first original post for each week must be submitted no later than Thursdays at 11:59 pm CST. Your response posts are due on Sundays at 11:59 pm CST.

Quizzes: There are 5 quizzes, one for each module. They consist of 50 multiple-choice and/or true-false questions.

Evaluation/Grading

Grades will be assigned based on the percent total of points earned in the course. The grading scale is: A = 90 -100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59% and below. To determine your grade at any time, add up the number of points earned, divided by the total number of points possible at that time and multiply by 100.

Graded Assignments		Points
Notes Activity	10 @ 5 points each	50
Assignments	5 @ 50 points each	250
Introductory Discussion		10
Discussions	5 @ 25 points each	125
Quizzes	5 @ 50 points each	250
Total Points:		685

A = 617 – 685

B = 548 – 616

C = 480 – 547

D = 411 – 479

F = 410 and below

Course Policies & General Information

Communication Policy

Email Communication

Please send proper emails. Emails should come from a wku.edu address and make sure to put “WFA 346” in the subject line. Emails will be answered daily during the week (Monday-Thursday) and emails sent on Friday-Sunday may not be answered until Monday. Your instructor is NOT online 24 hours per day, so please allow time for response.

Feedback on Assignments

All assignments are due on Sundays at 11:59 pm CST unless otherwise indicated. Students should expect to receive grades and feedback on Wednesdays of that same week.

Netiquette

When corresponding with your instructor and classmates through email or in the discussion boards, please use proper grammar and a positive tone. Please DO NOT use “netspeak” like, “u”, “omg”, “lol”, etc. Please also refrain from using all CAPITAL LETTERS, as this is often interpreted as shouting. Treat your instructor and fellow students with respect at all times, and in all communications.

Academic Integrity

All Western Kentucky University policies are in effect. All your work must be your own, unless I authorize collaboration. Presenting the words, ideas, or expressions of another person in any form and claiming them as one's own is plagiarism and will not be tolerated. The claim of ignorance is no excuse. (See [academic offenses](https://www.wku.edu/handbook/academic-dishonesty.php/) (<https://www.wku.edu/handbook/academic-dishonesty.php/>) in the WKU student handbook.) The University Catalog states, "Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal."

Student Accessibility Resource Center

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact [Student Accessibility Resource Center](https://www.wku.edu/sarc/) (<https://www.wku.edu/sarc/>) at Downing Student Union, 1074. The phone number is 270.745.5004. Please do not request accommodations directly from the instructor without a letter or accommodation.

Title IX

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. 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 Title IX Coordinator, Andrea Anderson, 270-745-5398 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.

Course Schedule

This course is five weeks. As a result, it is crucial to stay on task. Below is a course schedule to help you organize your time most effectively.

Week	Modules	Assignments
1/22-1/27	Module One: Chapters 1 and 2	<ul style="list-style-type: none">- Introductions Discussion Board Forum- Module One Notes Activities- Module One Quiz- Module One Discussion Board Forum- Module One Assignment
1/28-2/3	Module Two: Chapters 5 and 6	<ul style="list-style-type: none">- Module Two Notes Activities- Module Two Quiz- Module Two Discussion Board Forum- Module Two Assignment

Week	Modules	Assignments
2/4-2/10	Module Three: Chapters 7 and 9	<ul style="list-style-type: none"> - Module Three Notes Activities - Module Three Quiz - Module Three Discussion Board Forum - Module Three Assignment
2/11-2/17	Module Four: Chapters 10 and 11	<ul style="list-style-type: none"> - Module Four Notes Activities - Module Four Quiz - Module Four Discussion Board Forum - Module Four Assignment
2/18-2/24	Module Five: Chapters 8 and 12	<ul style="list-style-type: none"> - Module Five Notes Activities - Module Five Quiz - Module Five Discussion Board Forum - Module Five Assignment