

University of North Texas at Dallas
Summer 2016
SYLLABUS for Distance Learning

Department of		Management	School of	Urban and Professional Studies
Instructor Name:	Dr. Frances Charlene Conner			
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Email Address:	Frances.Conner@untdallas.edu NOTE: Use this email; do not email me via Blackboard Vista. I prefer e-mail to communicate with students, and I usually respond to e-mail messages within 24 hours. When you send a message, please make sure you specify in the subject line the course number for which you are enrolled (i.e., MGMT 3860)			
Office Hours:	TBD			
Classroom Location:	<i>Online</i>			
Class Meeting Days & Times:	Online			
Course Catalog Description:	Human Resource Management. An introduction to human resources (prior term— personnel) management. Topics include employment, placement and H.R. planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations.			
Prerequisites:	N/A			
Required Text:	Human Resource Management, 14 th edition, R.L. Mathis & J.H. Jackson, 2014			
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com			
Course Goals or Overview: The goals of this course are as follows -				
	<ol style="list-style-type: none"> 1. To develop an understanding of the function of human resource management and the role it plays in the management process. 2. To understand the role of the general manager in managing human resources. All managers are human resource managers. 3. To introduce students to the specific functional areas of human resource management, including, planning, recruitment and placement, training and development, compensation and benefits, performance management and appraisal, labor relations, and health and safety. 4. To provide students with an understanding of the social, political, and legal environment affecting the personnel management function. 5. To encourage students to critically examine important contemporary issues that influences the management of human resources. 			

	6. To provide a background for further study in advanced courses in business, human resource management and industrial relations.
Learning Objectives/Outcomes: At the end of this course, students will be able to:	
1	Demonstrate an understanding of the changing nature of human resource management and strategic human resource management and planning.
2	Define the role individual Performance, job satisfaction, employee Retention and organizational commitment in human resource management.
3	Identify the legal framework for Equal Employment programs and the relationship between managing diversity and EEO programs.
4	Define a job and how do we change the structure of a job if management needs to make adjustments.
5	Identify the role of human resource management in labor markets and recruitment.
6	Define the general outline of the selecting and placing function of human resources.
7	Demonstrate an understanding and distinguish differences the HRM Training function vs. the development function.
8	Identify human resource management’s responsibilities in the performance management and appraisal.
9	Demonstrate an understanding of the complex areas of compensation and benefits.

Online Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Schedule	Activities	Due Date
Week 1 May 16 th – 22 nd	Module #1: Chapters 1-4 Read Chapter 1; Quiz 1 Read Chapter 2; Quiz 2 Read Chapter 3; Quiz 3 Read Chapter 4, Quiz 4	Quiz 1 due Mon, May 16 Quiz 2 due Tues, May 17 Quiz 3 due Wed, May 18 Quiz 4 due Thurs, May 19 Discussion Board 1 – First post with answers due Wed by 11:59 pm; (2) peer responses due by Sun by 11:59 pm Exam 1 (Chapters 1-4) - May 20-22 by 11:59pm

<p>Week 2 May 23rd – 29th</p>	<p>Module #2: Chapters 5-8</p> <p>Read Chapter 5; Quiz 5 Read Chapter 6; Quiz 6 Read Chapter 7; Quiz 7 Read Chapter 8; Quiz 8</p>	<p>Quiz 5 due Mon, May 23 Quiz 6 due Tues, May 24 Quiz 7 due Wed, May 25 Quiz 8 due Thurs, May 26</p> <p>Discussion Board 2 – First post with answers due Wed by 11:59 pm; (2) peer responses due by Sun by 11:59 pm</p> <p>Exam 2 (Chapters 5-8) - May 27- 29 by 11:59pm</p>
<p>Week 3 May 30th – June 3rd</p>	<p>Module #3: Chapters 9-11 and 15</p> <p>Read Chapter 9, Quiz 9 Read Chapter 10, Quiz 10 Read Chapters 11 & 15, Quiz 11 & 15</p>	<p>Monday – HOLIDAY!! Quiz 9 due Tues, May 31 Quiz 10 due Wed, Jun 1 Quiz 11 & 15 due Thurs, June 2</p> <p>Discussion Board 3 – First post with answers due Wed by 11:59 pm; (2) peer responses due by Sun by 11:59 pm</p> <p>Exam 3 (Chapters 9 – 11; 15) – June 3rd by 11:59 pm</p>

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Discussion Posts

Quizzes

Exams

Grading Matrix:

Activities/Assignments	Maximum Points
Exams (3)	100 points each
Discussion Boards (3)	30 points each

Quizzes (12)	10 points each
Total:	100%

Grade Determination

At the end of the course,
459 points and above = A;
458 – 408 = B;
407 – 357 = C;
356 – 306 = D;
305 – 0 = F

Final numeric scores will NOT be rounded (e.g., 407 points at the end of the course is a “C”, 458 points is a “B”, etc.). Final scores/grades will NOT be “curved or adjusted”. Adjustment of Exam scores may be made immediately after the exam (not at the end of the course) after analysis of the frequency of questions missed.

University Policies and Procedures

Students with Disabilities (ADA Compliance): Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online “Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untDallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publicbarticleview?id=kAB700000008Oom>
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html