University of North Texas at Dallas
Fall Semester, 2016
SYLLABUS

MGMT 4300: Recruitment, Selection and Placement
3 Credit Hours

Department of	Management	Division of	Urban and Professional Studies

Instructor Name:	Dr. Elizabeth Muñiz
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Office Phone:	(972) 338-1803
Email Address:	Elizabeth.Muniz@unt.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 4300), and do **not** use all CAPS when inquiring about a class issue. Note that the use of all CAPS in electronic messages is considered poor etiquette.

Office Hours:	TBA

Classroom Location:	DAL 2 – 242
Class Meeting Days & Times:	Wednesdays from 10:00 pm to 12:50 pm. NOTE: This course follows a blended instructional approach that includes a combination of face-to-face class sessions, online activities, and team activities.

Course Catalog Description:	MGMT 4300 is a senior-level survey course designed to provide you with an overview of topics of recruiting, selecting, and placing a culturally diverse work force. Other topics discussed include test validation and selection techniques relative to EEO, ADA, and AAP laws.

Prerequisites:	N/A
Co-requisites:	N/A

Required Text:	*The required textbooks for this course are:* Book 1: Strategic Staffing by Phillips and Gully 3/E. ISBN-10: 0133571769; ISBN-13: 9780133571769 Book 2: The Job Description Handbook by Margie Mader-Clark. ISBN 978 1 4133 1855 5 Book 3: Perfect Phrases for the Perfect Interview by Carole Martin. ISBN9780071449823

Access to Learning Resources:	UNT Dallas Library:
	    phone: (972) 780-3625;
	    web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore:
	    phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:
The general/broad learning objectives of this course are as follows; 1. To develop an understanding of the foundations of measurement for human resource selection. 2. To understand the role of job analysis in human resource selection. 3. To introduce students to predictors of job performance. 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 criteria measures of job performance.
Learning Objectives/Outcomes:
Upon the successful completion of this course, each student should be able to… 1. Explain and Interpret Legal Issues in Selection. 2. Discuss Human Resource Management in Selection. 3. Interpret the Reliability and Validity of Selection Measures. 4. Discuss Strategies for Selection Decision Making. 5. Identify the different types of Job Analysis Techniques in HR Selection. 6. Incorporate Job Analysis Results in Selection Measures. 7. Interpret different types of predictors of job performance such as application forms, interviews, and paper and pencil tests. 8. Discuss Measures of Job Performance.

Course Outline

Date	Class Activities
WEEK 1 8/22	**In-Class Activities** • Introduction to Class • Introduction to Teams (We will form 6 teams) **Assignments** • Resume Assignment. You must visit UNT's Career Services Office to complete this assignment. Make sure you make an appointment as soon as possible. The Career Services Office is a great resource available at UNT Dallas. Resume Assignment is due Wednesday, September 28th, 2016 • Schedule an appointment with Career Services. Send an email to Dr. Muniz (cc Mr. Lumzy) with your appointment date. This email is due September 2nd, 2016. • Ice Breaker Exercise. Introduce yourself to the class using blackboard. Due Sunday September 2nd, 2016. **Book 1: Strategic Staffing** • Read Chapter 1 & 2 • Chapter 1: Strategy Exercise (p. 17). Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides • Chapter 2: Strategy Exercise (p. 44). Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. **Book 2: The Job Description Handbook** • Read Chapters 1 - 3
WEEK 2 8/29	**In-Class Activities** • Discussion on Main Points: Chapter 1 • Presentations: Chapter 1- Strategy Exercise (all teams present) • Discussion Main Points: Chapter 2 • Presentations: Chapter 2- Strategy Exercise (all teams present) **Assignments:** **Book 1: Strategic Staffing** • Read Chapters 3 & 4

	• Chapter 3: Strategy Exercise (p. 79) & Develop Your Skills Exercise (p. 80). Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. Teams 1 – 3 will present Strategy Exercise. Teams 4-6 will present the Develop Your Skills Exercise • Chapter 4: Develop Your Skills Exercise #2 & #3 (p. 111). Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. Teams 1 – 3 will present Develop Your Skills Exercise #2. Teams 4-6 will present the Develop Your Skills Exercise #3. No more than 3 slides. **Book 2: The Job Description Handbook** • Assignment #1: Submit to Blackboard before Sunday, September 4th, 2016 @ 11:59 pm
WEEK 3 9/5	**In-Class Activities** • <u>Discussion on Main Points</u>: Chapter 3 • <u>Presentations</u>: Chapter 3- Strategy Exercise (all teams present) • <u>Discussion Main Points</u>: Chapter 4 • <u>Presentations</u>: Chapter 4- Develop Your Skills Exercise (all teams present) **Assignments:** **Book 1: Strategic Staffing** • <u>Read Chapters 5 & 6</u> • <u>Chapter 5: Develop Your Skills (p. 139)</u>. Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Chapter 6: Strategy Exercise (p. 168)</u>. Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. **Book 2: The Job Description Handbook** • Assignment #2: Submit to Blackboard before Sunday, September 11th @ 11:59 pm
WEEK 4 9/12	**In-Class Activities** • <u>Discussion on Main Points</u>: Chapter 5 • <u>Presentations</u>: Chapter 5- Strategy Exercise (all teams present) • <u>Discussion Main Points</u>: Chapter 6 • <u>Presentations</u>: Chapter 6 - Strategy Exercise (all teams present) **Assignments:** **Book 1: Strategic Staffing** • <u>Read Chapter 7.</u> • <u>Chapter 7: Recruiting Brochure Assignment</u>. Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. • <u>Read Chapter 8 and Chapter Supplement (pp. 227 – 231).</u> • <u>Concurrent Validation Assignment</u>. Individual assignment bring your written answers on graph paper. **Book 2: The Job Description Handbook** • Assignment #3: Submit to Blackboard before Sunday, September 18th @ 11:59 pm
WEEK 5 9/19	**In-Class Activities** • <u>Discussion on Main Points</u>: Chapter 7 • <u>Presentations</u>: Chapter 7 – Recruiting Brochure (all teams present) • <u>Lecture</u>: Chapter 8 • <u>Discussion of Concurrent Validation Assignment</u>

Assignments:
- Resume Assignment due Wednesday, September 28th [***No Late Work Accepted***]

Book 1: Strategic Staffing
- Submit Answers to Exam 1 (Chapters 1 – 7) on Blackboard before Sunday, September 25th @ 11:59 pm
- Read Chapter 9

Book 3: Perfect Phrases for the Perfect Interview
- Discussion Board Assignment # 1 (Your answers due Thursday, September 22nd @ 11:59; Replies to classmates due Sunday, September 25th @ 11:59 pm).

WEEK 6 *9/26*	**In-Class Activities** - Resume Evaluation: Please bring all deliverables and evaluation sheets in a manila envelope **Assignments:** **Book 1: Strategic Staffing** - Read Chapters 10 & 11 - Chapter 10: Develop Your Skills (p. 297 & 300). Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation of all teammates' career development plans. - Read Chapter 11 - Chapter 11: Strategy Exercise (pp. 324 - 325). Classroom discussion. Bring your notes to class and be prepared to discuss with your team. Each team will come prepared with a short presentation. No more than 3 slides. **Book 3: Perfect Phrases for the Perfect Interview** - Discussion Board Assignment # 2 (Your answers due Thursday, September 29th @ 11:59; Replies to classmates due Sunday, October 2nd @ 11:59 pm).
WEEK 7 *10/03*	**In-Class Activities** - (Guest Speaker) - Presentations: Chapter 10 – Develop Your Skills (all teams present) - Presentations: Chapter 11 - Strategy Exercise (all teams present) **Assignments:** **Guest Speaker Presentation** - Extra Credit: Write Reflection Paper due Sunday October 9th @ 11:59 pm. **Book 1: Strategic Staffing** - Read Chapter 12 - Develop Your Skills Exercise (p. 354). Read Develop Your Skills Exercise and make a 10 minute video on how to terminate an employee. Be prepared to show this video in class. The class will discuss the scenario and provide feedback. - Read Chapter 13 - Develop Your Skills Exercise (p. 380). Read Develop Your Skills Exercise and respond to each question. Each team will prepare a presentation. **Book 3: Perfect Phrases for the Perfect Interview** - Discussion Board Assignment # 3 (Your answers due Thursday, October 6th @ 11:59; Replies to classmates due Sunday, October 9th @ 11:59 pm).
WEEK 8 *10/10*	**In-Class Activities** - Discussion on Main Points: Chapter 12 - Presentations: Chapter 12 Present Video (all teams present) - Discussion on Main Points: Chapter 13 (all teams present)

- **Presentations**: Chapter 13 – Develop Your Skills Exercise (all teams present)

Assignments:
<mark>*** Note the change in dates ****</mark>
Book 3: Perfect Phrases for the Perfect Interview
- Discussion Board Assignment # 4 (Your answers due **Monday, October 10th @ 11:59**; Replies to classmates **Wednesday, October 12th @ 11:59 pm**).
- Exam 2 (Chapters 8 – 13) due **Wednesday, October 12th @ 11:59 pm.**

This schedule is subject to change by the instructor. Changes to this schedule will be communicated by WebCT email.

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

Components	Max Points
Ice Breaker Exercise	10
13 Develop Your Skills/Strategy Exercises (1 point each) (in class)	13
Concurrent Validation Assignment (in class)	20
Resume Assignment (in class)	20
Terminating an Employee Video (in class)	10
The Job Description Handbook: Assignment #1 (online)	50
The Job Description Handbook: Assignment #2 (online)	50
The Job Description Handbook: Assignment #3 (online)	50
Perfect Phrases for the Perfect Interview Discussion Board Assignment #1 (online)	50
Perfect Phrases for the Perfect Interview Discussion Board Assignment #2 (online)	50
Perfect Phrases for the Perfect Interview Discussion Board Assignment #3 (online)	50
Perfect Phrases for the Perfect Interview Discussion Board Assignment #4 (online)	100
Exam 1 (online)	100
Exam 2 (online)	100
Class (All Students) Participation and Engagement	20
TOTAL	693
Extra Credit (Up to 15 points) (Choose from options below)	
Reflection Paper	5
Join UNT Dallas SHRM	5
Join National SHRM	5
Participate UNT Dallas SHRM Activity	5
Class Participation and Engagement	

At the end of the course,
623 points and above = A;
622 – 554 points = B;
553 – 485 points = C;
484 – 415 points = D;
414 – 0 points = F.

Final numeric scores will NOT be rounded (e.g., 553 at the end of the course will be a "C", 622 will be 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**.**

Attendance is expected and will be recorded at the beginning and end of each class. Attendance in this class is defined as a student present for the entire duration of the class. Late arrival to class will count as an absence. Late arrival is defined as a student not being present when his or her name is called. More than four absences from class for any reason will result in your final course average being lowered by <u>one letter grade</u>.

No electronics in the classroom. All phones must be silenced for the entire duration of class. Any emergency calls or texts must be answered outside of the classroom. The use of laptops or tablets is not permitted during class lectures or presentations. Please talk to your instructor if you need a special accommodation. The first violation of this policy will result in a verbal warning. <mark>The second violation will result in a lower overall grade.</mark>

Social loafing is not tolerated in this class. Students who do not participate in assignments will not receive credit. No late assignments will be accepted. All work is expected to free of errors and professional in quality.

See Blackboard for Guidelines on Assignments

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 UNTDdisability@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.

Student Evaluation of Teaching Effectiveness 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://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13

https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html

Note: Although we will be discussing various rules of law as they relate to particular situations presented in the assigned readings, we cannot discuss any personal "legal" situations pertaining to students. In particular, no legal advice can or will be given to any student.