University of North Texas at Dallas
Spring Semester, 2017
SYLLABUS

MGMT 4790: Human Resources Capstone 3 Credit Hours			
Department of	Management	**Division of**	Urban and Professional Studies

Instructor Name:	Dr. Elizabeth Muñiz
Office Location:	DAL 2 - 333
Office Phone:	(972)338-1803
Email Address:	Elizabeth.Muniz@unt.edu NOTE: 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 4790).

Office Hours:	TBA

Classroom Location:	DAL 2 - 242
Class Meeting Days & Times:	Every Wednesday 1 – 3:50 pm

Course Catalog Description:	MGMT 4790 Intensive review of the functional disciplines in the Human Resources (HR) field. Evaluate theories of HR and demonstrate integrative knowledge of HR functions relative to each other and to other functional areas within an organization.

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

Required Text:	**Textbook #1:** Strategic Human Resource Management (4th Edition) By: Jeffrey Mello (2014) ISBN-13: 978-1285426792 ISBN-10: 1285426797 **Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders, 7th Edition By: Stella M. Nkomo ISBN-13: 978-0538468077 ISBN-10: 0538468076 **Textbook #3**: 2017 SHRM Assurance of Learning Assessment Study Guide

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 goal of this course is to prepare students to enter the field of Human Resource Management as a qualified professional. There will be intensive review of all functional disciplines in the field of Human Resource Management. Students will: (1) evaluate theories of human resource management through the use of case studies and applied exercises (2) acquire an understanding of the HR certification process, and (3) develop integrative knowledge of HR functions.	

Learning Objectives/Outcomes:	
At the end of this course, students will 1. demonstrate mastery of Human Resource Management concepts 2. exhibit readiness to take a professional certification exam 3. demonstrate the ability to integrate knowledge from various HR functions	

Week 1 1/16	**TB1** (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition) **TB2** (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders **TB3** (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide **In Class Activities** ☐ Introduction to Class ☐ Group Assignments **Reading Assignments for Week 2** ☐ TB1 (Mello) = Chapter 1: An Investment Perspective of HRM ☐ TB1 (Mello) = Chapter 2: Social Responsibility and HRM ☐ SHRM ALA Certification Domain List (See Blackboard) ☐ Why We Hate HR by Keith H. Hammonds, Fast Company, August 2005 **Group Assignments for Week 2:** A Professional Presentation Covering Main Points ☐ TB1 (Mello) Group 1: Reading 1.1. The India Way: Lessons from the US ☐ TB1 (Mello) Group 2: Reading 2.1: Stereotype Threat at Work ☐ TB1 (Mello) Group 3: Reading 2.2: The Ethics of Human Resources in Industrial Relations

Week 2
1/23
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Why We Hate HR Article Discussion
	☐ Discussions (TB 1 = Mello)
	   o Strategic HR (Chapter 1)
	      ■ Opening Case: Nordstrom - Strategic Competitive Advantage
	      ■ Reading 1. 1 (Group 1 leads discussion)
	   o Social Responsibility and HRM (Chapter 2)
	      ■ Opening Case: Safeway – Championing Change for Women
	      ■ Reading 2.1 (Group 2 leads discussions)
	      ■ Reading 2.2 (Group 3 leads discussions)
	☐ Overview of Domain List and Study Guides for SHRM Assurance of Learning Assessment (ALA) Exam
	
	Blackboard Activities
	☐ Discussion Board 1 – Why We Hate HR Article Discussion Questions. First post with your answers due Wednesday 1/25 @ 11:59 PM; Two reply posts due Saturday 1/28 @ 11:59 PM
	
	Reading Assignments for Week 3
	☐ TB1 (Mello) = Chapter 3: Strategic Management
	☐ TB1 (Mello) = Chapter 4: The Evolving/Strategic Role of HRM
	☐ TB3 (SHRM) = Questions 1 – 20 SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	Group Assignments for Week 3: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 1: Reading 3.1: Are You Sure You Have a Strategy?

	☐ TB1 (Mello): Group 2: Reading 3.2: Bringing Human Resources Back Into Strategic Planning
	☐ TB1 (Mello): Group 3: Reading 4.1: Distinctive Human Resources are Firm's Core Competencies

Week 3
1/30
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	    o Strategic Management (Chapter 3)
	        ▪ COSTCO's Strategy
	        ▪ Discussions Reading 3.1 (Group 1 leads discussion)
	        ▪ Discussions Reading 3.2 (Group 2 leads discussions)
	    o Strategic Role of HR (Chapter 4)
	        ▪ Opening Case: Netflix – Achieving Strategic Objectives
	        ▪ Discussions Reading 4.1 (Group 3 leads discussions)
	☐ Quiz #1: SHRM ALA Questions 1 – 20
	☐ Review SHRM ALA Questions 1 – 20
	
	Blackboard Activities
	☐ No Assignments Due this Week
	
	Reading Assignments for Week 4
	☐ TB1 (Mello) = Chapter 5: Strategic Workforce Planning
	☐ TB1 (Mello) = Chapter 6: Design and Redesign of Work Systems
	☐ TB3 (SHRM) = Questions 21 – 40 SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	Group Assignments for Week 4: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 1: Reading 6.2: Monitoring Employee E-mails: Is There Any Room for Privacy?
	☐ TB1 (Mello): Group 2: Reading 6.1: Using Outsourcing for Strategic Competitiveness in Small and Medium-sized Firms.
	☐ TB1 (Mello): Group 3: Reading 5.2: The Annual HR Strategic Planning Process; Design and Facilitation Lessons from Corning Incorporated Human Resources.

Week 4
2/6
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	    o Strategic Workforce Planning (Chapter 5)
	        ▪ Opening Case: Proctor & Gamble – "Build from Within"
	        ▪ Discussions Reading 5.2 (Group 3 leads discussion)
	    o Design and Redesign of Work Systems (Chapter 6)
	        ▪ Opening Case: Johnsonville Sausage – Design of Work Systems
	        ▪ Discussions Reading 6.1 (Group 2 leads discussion)
	        ▪ Discussion Reading 6.2 (Group 1 leads discussion)
	☐ Quiz #2: SHRM ALA Questions 21 – 40
	☐ Review SHRM ALA Questions 21 – 40
	
	Blackboard Activities
	☐ No Assignments Due this Week
	
	Reading Assignments for Week 5
	☐ TB1 (Mello) = Chapter 7: Employment Law
	☐ TB1 (Mello) = Chapter 8: Staffing
	☐ TB 2 (Nkomo) = Analyzing Promotion Data: Applying the 80% Rule
	
	Group Assignments for Week 5: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 2: Reading 7.2: The Management of Organizational Justice (Group 2 leads discussion)
	☐ TB1 (Mello) Group 1: Reading 8.1: Temporary Help Agencies and the Making of a New Employment Practice (Group 1 leads discussion)

	☐ TB 2 (Nkomo): Group 3: Reading: Analyzing Promotion Data: Applying the 80% Rule (Group 3 leads discussion)

Week 5
2/13
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) **= Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	     o Employment Law (Chapter 7)
	         ▪ Opening Case: Lockheed Martin – Racial Harassment
	         ▪ Discussions Reading 7.2 (Group 2 leads discussion)
	     o Staffing (Chapter 8)
	         ▪ Opening Case: Kroger Co. – Employee Selection
	         ▪ Discussions Reading 8.1 (Group 1 leads discussion)
	☐ Discussion (TB2 = Nkomo)
	     o Analyzing Promotion Data: Applying the 80% Rule (Group 3 leads discussion)
	
	Blackboard Activities
	• Discussion Board 2: HR Classics: Scientific Management – Ford and Taylor Studies First post with your answers due Wednesday 2/15 @ 11:59 PM; Two reply posts due Saturday 2/18 @ 11:59 PM
	
	Reading Assignments For Week 6
	☐ TB1 (Mello) = Chapter 9: Training and Development
	☐ TB1 (Mello) = Chapter 10: Performance Management and Feedback
	☐ TB3 (SHRM) = Questions 41 – 60 SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	Group Assignments for Week 6: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 3: Reading 9.2: Becoming a Leader: Early Career Challenges Faced by MBA Graduates (Group 3 leads discussion)
	☐ TB1 (Mello): Group 1: Reading 10.1: Behaviors: What We Know and What Questions Need More Attention (Group 1 leads discussion)
	☐ TB1 (Mello): Group 2: Reading 10.2: Managing the Life Cycle of Virtual Teams.

Week 6
2/20
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) **= Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	     o Training and Development (Chapter 9)
	         ▪ Opening Case: Sofitel Hotels – Use of Training
	         ▪ Discussions Reading 9.2 (Group 3 leads discussion)
	     o Staffing (Chapter 10)
	         ▪ Opening Case: Microsoft – Performance Management System
	         ▪ Discussions Reading 10.1 (Group 1 leads discussion)
	         ▪ Discussion Reading 10.2 (Group 2 leads discussion)
	☐ Quiz #3: SHRM ALA Questions 41 – 60
	☐ Review SHRM ALA Questions 41 – 60
	
	Blackboard Activities
	☐ Online Exam 1 Chapters 1 – 8 (Due Week 6) Sunday, 2/26 @ 11:59 PM.
	
	Reading Assignments For Week 7
	☐ TB1 (Mello) = Chapter 11: Compensation
	☐ TB1 (Mello) = Chapter 12: Labor Relations
	☐ TB3 (SHRM) = Questions 61 – 80 SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	Group Assignments for Week 7: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 2: Reading 11.2: The Development of a Pay-for-Performance Appraisal System for Municipal Agencies (Group 2 leads discussion)

	☐ TB1 (Mello): Group 3: Reading 12.1: Putting a Big Chill on a "Big Hurt": Genuine Interest in Employment Salts in Assessing Protection Under the National Labor Relations Act (Group 3 leads discussion) ☐ TB1 (Mello): Group 1: Reading 12.2: Social Media, Employee Privacy and Concerted Activity: Brave New World or Big Brother?

Week 7
2/27
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	    o Compensation (Chapter 11)
	       ▪ Opening Case: Jamba Juice – Compensation Plan
	       ▪ Discussions Reading 11.2 (Group 2 leads discussion)
	    o Staffing (Chapter 12)
	       ▪ Opening Case: New York Metropolitan Transit Authority - Strike
	       ▪ Discussions Reading 12.1 (Group 3 leads discussion)
	       ▪ Discussion Reading 12.2 (Group 1 leads discussion)
	☐ Quiz #4: SHRM ALA Questions 61 – 80
	☐ Review SHRM ALA Questions 61 – 80
	
	Blackboard Activities
	☐ No Assignments Due this Week
	
	Reading Assignments For Week 8
	☐ TB1 (Mello) = Chapter 13: Employee Separation and Retention Management
	☐ TB1 (Mello) = Chapter 14: Global Resource Management
	☐ TB3 (SHRM) = Questions 81 – 100 SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	Group Assignments for Week 8: A Professional Presentation Covering Main Points
	☐ TB1 (Mello): Group 3: Reading 13.1: Retaining Talent: Replacing Misconceptions with Evidence-Based Strategies (Group 3 leads discussion)
	☐ TB1 (Mello): Group 2: Reading 13.2: Knowledge Management Among the Older Workforce (Group 2 leads discussion)
	☐ TB1 (Mello): Group 1: Reading 14.2: Cross-Cultural Management and Organizational Behavior in Africa (Group 1 leads discussion)

Week 8
3/6
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 1 = Mello)
	    o Employee Separation and Retention Management (Chapter 13)
	       ▪ Opening Case: Kraft – Retention Program
	       ▪ Discussions Reading 13.1 (Group 3 leads discussion)
	       ▪ Discussions Reading 13.2 (Group 2 leads discussion)
	    o Staffing (Chapter 14)
	       ▪ Opening Case: Rebook – Global HR
	       ▪ Discussion Reading 14.2 (Group 1 leads discussion)
	☐ Quiz #5: SHRM ALA Questions 81 – 100
	☐ Review SHRM ALA Questions 81 – 100
	
	Blackboard Activities
	☐ Discussion Board 3: HR Classics: Hawthorne Studies. First post with your answers due Wednesday 3/8 @ 11:59 PM; Two reply posts due Saturday, 3/11 @ 11:59 PM
	
	Reading Assignments For Week 9
	☐ TB2 (NKomo) = Investigating a Sexual Harassment Case
	☐ TB3 (SHRM) = Questions 101 – 120 SHRM Assurance of Learning Assessment (ALA) Study Guide
	☐ SHRM Employment Law Module (Download from Blackboard)

	Group Assignments for Week 9: A Professional Presentation Covering Main Points ☐ TB2 (NKomo): All Groups = Investigating a Sexual Harassment Case (All groups must be prepared) ☐ Employment Law Module Group Presentations o Group 1: Slides 1 – 11 o Group 2: Slides 12 – 21 o Group 3: Slides 22 – 35
Week 9 3/13	**SPRING BREAK**
Week 10 3/20	**TB1** (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition) **TB2** (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders **TB3** (SHRM) **= Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide **In Class Activities** ☐ Discussion (TB 2 = Nkomo) o Investigating a Sexual Harassment Case ☐ Module 1: Employment Law - Group Presentations o Group 1: Slides 1 – 11 o Group 2: Slides 12 – 21 o Group 3: Slides 22 – 35 ☐ Quiz #6: SHRM ALA Questions 101 – 120 ☐ Review SHRM ALA Questions 101 – 120 **Blackboard Activities** ☐ Online Exam 2 Chapters 9 – 14 (Due Week 9) Sunday 3/26 @ 11:59 PM **Reading Assignments For Week 10** ☐ TB2 (Nkomo) = Employee Layoffs at St. Mary's Hospital ☐ TB3 (SHRM) = Questions 121 – 140 SHRM Assurance of Learning Assessment (ALA) Study Guide ☐ SHRM Workforce Planning Module (Download from Blackboard) **Group Assignments for Week 10:** A Professional Presentation Covering Main Points ☐ TB2 (NKomo): All Groups = Employee Layoffs at St. Mary's Hospital Case (All groups must be prepared) ☐ Workforce Planning Module Group Presentations o Group 2: Slides 1 – 14 o Group 3: Slides 15 – 27 o Group 1: Slides 28 – 35
Week 11 3/27	**TB1** (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition) **TB2** (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders **TB3** (SHRM) **= Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide **In Class Activities** ☐ Discussion (TB 2 = Nkomo) o Employee Layoffs at St. Mary's Hospital Case ☐ Module 2: Workforce Planning - Group Presentations o Group 2: Slides 1 – 14 o Group 3: Slides 15 – 27 o Group 1: Slides 28 – 35 ☐ Quiz #7: SHRM ALA Questions 121 – 140 ☐ Review SHRM ALA Questions 121 – 140 **Blackboard Activities** ☐ No Blackboard Activities **Reading Assignments For Week 11** ☐ TB2 (Nkomo) = A Solution for Adverse Impact ☐ TB3 (SHRM) = Questions 141 – 160 SHRM Assurance of Learning Assessment (ALA) Study Guide ☐ SHRM Workforce Planning Module (Download from Blackboard) **Group Assignments for Week 11:** A Professional Presentation Covering Main Points ☐ TB2 (NKomo): All Groups = Employee Layoffs at St. Mary's Hospital Case (All groups must be prepared)

	☐ Workforce Planning Module Group Presentations
	    o Group 3: Slides 36 – 50 & 75 - 82
	    o Group 1: Slides 51 – 67 & 83 - 90
	    o Group 2: Slides 68 – 74 & 90 - 96

Week 12
4/3
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 2 = Nkomo)
	    o A Solution for Adverse Impact
	☐ Module 2: Workforce Planning - Group Presentations
	    o Group 3: Slides 36 – 50 & 75 - 82
	    o Group 1: Slides 51 – 67 & 83 - 90
	    o Group 2: Slides 68 – 74 & 90 - 96
	☐ Quiz #8: SHRM ALA Questions 141 – 160
	☐ Review SHRM ALA Questions 141 – 160
	
	Blackboard Activities
	☐ No Assignments Due this Week
	
	Reading Assignments For Week 12
	☐ TB2 (Nkomo) = Design and Evaluation of Training Programs
	☐ SHRM Training and Development Module (Download from Blackboard)
	☐ SHRM Total Rewards Module (Download from Blackboard)
	
	Group Assignments for Week 12: A Professional Presentation Covering Main Points
	☐ TB2 (NKomo): All Groups = Design and Evaluation of Training Programs (All groups must be prepared)
	☐ Training and Development Module Group Presentations
	    o Group 1: Slides 1 – 10
	    o Group 2: Slides 11 – 19
	☐ Total Rewards Module Group Presentations
	    o Group 3: Slides 1 – 11
	    o Group 1: Slides 12 – 17
	    o Group 2: Slides 18 – 29
	    o Group 3: Slides 20 – 42

Week 13
4/10
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) **= Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 2 = Nkomo)
	    o Design and Evaluation of Training Programs
	☐ Module 3: Training and Development - Group Presentations
	    o Group 1: Slides 1 – 10
	    o Group 2: Slides 11 – 19
	☐ Module 4: Total Rewards - Group Presentations
	    o Group 3: Slides 1 – 11
	    o Group 1: Slides 12 – 17
	    o Group 2: Slides 18 – 29
	    o Group 3: Slides 20 – 42
	
	Blackboard Activities
	☐ Discussion Board 4: Organizational Justice First post with your answers due Wednesday 4/12 @ 11:59 PM;
	    Two reply posts due Saturday, 4/15 @ 11:59 PM
	
	Reading Assignments For Week 13
	☐ TB2 (Nkomo) = Labor Arbitration
	☐ SHRM Employee and Labor Relations Module (Download from Blackboard)

	Group Assignments for Week 13: A Professional Presentation Covering Main Points
	☐ TB2 (NKomo): All Groups = Labor Arbitration (All groups must be prepared)
	☐ Labors Relations Module Group Presentations
	    o Group 1: Slides 1 – 10
	    o Group 2: Slides 10 – 18
	    o Group 3: Slides 19 – 26

Week 14
4/17
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 2 = Nkomo)
	    o Labor Arbitration
	☐ Module 5: Labors Relations - Group Presentations
	    o Group 1: Slides 1 – 10
	    o Group 2: Slides 10 – 18
	    o Group 3: Slides 19 – 26
	
	Blackboard Activities
	☐ No Assignments Due this Week
	
	Reading Assignments For Week 14
	☐ TB2 (Nkomo) = Developing Environmentally Friendly HR Policies at City University
	☐ SHRM Strategy Module (Download from Blackboard)
	
	Group Assignments for Week 14: A Professional Presentation Covering Main Points
	☐ TB2 (NKomo): All Groups = Developing Environmentally Friendly HR Policies at City University (All groups must be prepared)
	☐ Strategy Module Group Presentations
	    o Group 1: Slides 1 – 11
	    o Group 2: Slides 12 – 20
	    o Group 3: Slides 21 – 34

Week 15
4/24
	TB1 (Mello) **= Textbook #1:** Strategic Human Resource Management (4th Edition)
	TB2 (Nkomo) **= Textbook #2:** Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders
	TB3 (SHRM) = **Textbook #3:** SHRM Assurance of Learning Assessment (ALA) Study Guide
	
	In Class Activities
	☐ Discussion (TB 2 = Nkomo)
	    o Developing Environmentally Friendly HR Policies at City University
	☐ Module 6: Strategy - Group Presentations
	    o Group 1: Slides 1 – 11
	    o Group 2: Slides 12 – 20
	    o Group 3: Slides 21 – 34

Week 16
5/1
	In Class Activities
	    o Review of all Study Guides
	    o Question/Answer Session
	    o Review of Domain List

Week 17 5/8	**In Class Activities** o Comprehensive Final

This schedule is subject to change by the instructor. Changes to this schedule will be communicated by Blackboard 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
Group Presentations (15 Presentations @ 10 points each)	150
Discussion Boards (4 Discussion Boards @ 30 points each)	120
Quizzes (8 Quizzes @ 10 points each)	80
Exams (2 Exams @ 100 points each)	200
Comprehensive Final Exam	100
Total	650

At the end of the course,
585 points and above = A;
584 - 520 points = B;
519 - 455 points = C;
454 - 390points = D;
389 - 0 points = F.

Final numeric scores will NOT be rounded (e.g., 519 at the end of the course will be a "C", 584 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**.**

Note that an "A" clearly stands out as excellent work. A "B" demonstrates a thorough grasp of the subject matter and indicates high quality performance and solid work. A "C" meets the requirements of the course and represents average work.

Blackboard Availability and Deadlines: Blackboard is unavailable at certain times during the weekend for maintenance. Please plan your schedule accordingly to avoid missing deadlines.

Description of Required Activities

Discussion Boards

Part of an effective class is the synergy created with in-class and online discussions. Your assignments require that you participate in online discussions. Online discussions require you to post an Original Response to my question(s) and Reply to the Original Response or replies of your class-mates (i.e. peers).

All Discussion postings are time-sensitive as indicated in the Course Schedule. Discussion forums will be *locked up* (no more posts) at the times indicated.

No discussion credit will be given if you do not post timely responses to the Discussion Forums. You will not receive partial credit – you must make both posts (i.e., Original Response and Two Replies) and answer all questions to receive credit for/in a discussion forum.

Discussion credit (points) will be assigned the week following the close of a discussion. Discussion Boards are intended to promote discussion between and among students.

There is no provision for making up a missed question for discussion and no questions for discussion will be administered at a time different than that provided in the syllabus.

Do NOT attach a file in lieu of text in a Discussion post. No one will read it done this way as it requires a download and it is too much trouble.

Just reply to my Discussion Board question(s) rather than creating a new discussion thread. You will do that also in replying to someone else's post anyway. (New threads are started when you hit "Compose [New] Discussion Message" and change the Subject Line). Do not start a new discussion thread (by composing a new message) within a discussion forum – reply only to my or someone else's post(s).

Remember that it takes 2 posted responses within a discussion to receive credit. If you reply to my discussion question(s) but do not post a response to your classmate's, you will receive a ZERO for that assignment. Remember, also, that you will not receive any credit unless you answer ALL of my questions in a reply to my question(s). Again remember that you must have at least one (1) original response to ALL of the question(s) I ask in a discussion AND at least two (2) replies to a classmate's post in a discussion forum by the Syllabus deadline for the assignment.

Public Discussion replies from me are unusual. A Discussion reply post from me will be rare simply because of the volume involved. I do READ and EVALUATE every post. I may reply to your post PRIVATELY. I will let you know privately if you are not in the right track. Please do not be offended if I do not reply to your discussion post. I do reply to all Blackboard email.

I suggest that you save al messages/mail/posts until the end of the course. I do … so I can prove what was/was not sent/received during the semester.

Although discussion posts are locked up Saturdays @ 11:59 pm (except for the last week of classes), grades will not be posted until I read, evaluate, and process all posts. This will usually be by the Wednesday following the close of discussion. In other words, there is not an immediate return of Discussion evaluation/grades as there is with Quizzes.

Quizzes

You will have quizzes over the course term derived from the SHRM Assurance of Learning Study Guide. No Chapter Quiz grades will be dropped. All Quizzes will be taken in class.

Exam 1 & 2
These are online exams that contain multiple choice items testing your comprehension of and ability to integrate material associate with the first half of the semester.

Comprehensive Final

 This is an in-class comprehensive exam containing multiple choice items testing your ability to integrate knowledge from all HR functions.

SHRM Assurance of Learning

 Additional information of the SHRM Assurance of Learning Certification Exam can be found in the following link: http://www.shrm.org/external/assuranceoflearning/GeneralInfo.html#registration. Students who are considering sitting for this exam need to note the registration dates and additional study materials.

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