

**University of North Texas at Dallas**  
**Fall 2015**  
**SYLLABUS**

<b>MGMT 4300-D: Recruitment, Selection, and Placement (3hrs)</b>			
<b>Department of</b>	<b>Business Administration</b>	<b>Division of</b>	<b>Urban and Professional Studies</b>
<b>Instructor Name:</b>	<i>Angela Boston</i>		
<b>Office Location:</b>	<i>Dallas Campus Building 2 - 3<sup>rd</sup> Floor Rm #305</i>		
<b>Office Phone:</b>	<i>214 352-0664</i>		
<b>Email Address:</b>	<i>Angela.Boston@untdallas.edu</i>		
<b>Office Hours:</b>	<i>By Appointment</i>		
<b>Virtual Office Hours:</b>	<i>N/A</i>		
<b>Classroom Location:</b>	<i>Dallas Campus Building 2 Rm #</i>		
<b>Class Meeting Days &amp; Times:</b>	<i>Wednesday 7pm-9:50pm</i>		
<b>Course Catalog Description:</b>	<i>This is a (3hr) course that will provide an overview of Recruiting, Selection, and Placement of employees in an organization. Test validation and other selection techniques relative to EEO, ADA, and AAP laws. Recruiting, Selection and Placing a culturally diverse workforce.</i>		
<b>Prerequisites:</b>	<i>There are none list - Note: This is a senior level course</i>		
<b>Co-requisites:</b>	<i>There are none listed for this course</i>		
<b>Required Text:</b>	<i>Title: Resume's Cover Letters Networking &amp; Interviewing Author(s): Clifford W. Eischen and Lynn A. Eischen Edition: 4th Publisher: South-Western Cengage Learning ISBN: 13-978-1-111-82084-8</i>		
<b>Additional Sources for References:</b>	<i>Human Resources Management Textbook or Strategic Staffing textbook</i>		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhcg.follett.com">1012mgr@fhcg.follett.com</a>		
<b>Course Goals or Overview:</b>	<i>The goal of this course is to increase understanding of how to recruit, select, and place employees in an organizations</i>		
<b>Learning Objectives/Outcomes:</b>	<i>Upon completion of this course, the student will have demonstrated the competencies as listed in the current edition of the university catalog which includes</i>		
1	<i>the skills and abilities to discuss and explain human resources strategic staffing process, elements and tools used in recruiting, selection, and placement</i>		
2	<i>comprehend and apply materials and information in new ways for human resources staffing effectiveness and legal compliance</i>		
3	<i>identify, formulate, analyze, solve and implement solutions in response to recruiting, selecting, and placing a culturally diverse workforce</i>		
4	<i>make valuable judgment calls pertaining to human resources management staffing issues and challenges.</i>		

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated verbally or written by the Instructor

TOPICS	TIMELINE
Outline I – General HR Information , Chapter 10, Networking	Week 1 – 8/26
Outline I continued – Chapter 6 & 7, Outline II – Staffing Jobs	Week 2 – 9/2
<b>Assignment 1 - due</b> Outline II continued – Staffing Jobs, Cover letters, Job Descriptions	Week 3 – 9/9 Week 4 – 9/16
<b>Exam I</b>	
Outline III – Employment Law , Chapters 1,2,& 3; Legal Issues Packet	Week 5 –9/23
Outline IV – Recruiting – Chapters 4 & 5; Resumes and Reference	Week 6 – 9/30
Outline IV continued – Dress for Success	Week 7 – 10/7
<b>Assignment 2 &amp; 3 - due</b>	
<b>Exam II – MidTerm</b>	Week 8 – 10/14
Outline V – Selection Hierarchy – Applications	Week 9 – 10/21
Outline V – Selection Hierarchy – Interviewing	Week 10 – 10/28
<b>Assignment 4 &lt; complete according to group date assigned &gt;</b>	
Outline V – Selection Hierarchy – Employment Testing & Background Checks	Week 11 – 11/4
<b>Assignment 5 - due</b>	
Outline V – Selection Hierarchy- Contingent Offers and Negotiations	Week 12 – 11/11
<b>HR Interview Report Due</b>	Week 13 – 11/18
Outline V – Selection Hierarchy – Final Offers and Placement	
<b>Thanksgiving Holiday – No Class - Self Assessment Day</b>	Week 14 – 11/25
Class discussion, Q& A, Review for Final Exam - All papers returned	Week 15 – 12/2
<b>Final Exam</b>	Week 16 – 12/9 As scheduled

## Course Evaluation Methods

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

**Exams** – written tests designed to measure knowledge of presented course material given Weeks 5, 8, 16

**Article Reviews** – written assignments designed to supplement and reinforce course material

**Group Projects** – Team assignments designed to measure ability to apply presented course material

**Class Participation** – daily attendance and participation in class discussions and cases presented

### Grading Matrix:

Instrument	Value (points or percentages)	Total
Assignments	5 assignments at 20 points each	100
Interview Report	100	100
2 Exams	2 Exams at 75 points each	150
Class Attendance/Participation	50	50
Final Exam	150	150
<b>Total:</b>		<b>550</b>

### Grade Scale of Points:

**A = 505 – 550**

**B = 460 – 504**

**C = 415 – 459**

**D = 370 – 414**

**F = 369 pts or below**

## University Policies and Procedures

### **Students with Disabilities (ADA Compliance):**

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development. The Office for Disability Services is located in the Student Life Office in DAL2, Suite 200 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number is (972) 338-1775.

### **Student Evaluation of Teaching Effectiveness Policy:**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. 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 the SETE to be an important part of your participation in this class.

### **Exam & Assignment Policy:**

Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner. In certain cases, the instructor may ask the student/group to provide copies for future use or references and examples. Exam testing will be primarily over the materials from lecturer, class activities, and the text book. Students are responsible for all information given in the textbook & class. Exams will require the student to understand the apply concepts, terms, and theory and not just merely memorize information. The Student may be required to purchase some materials for activities and scantrons #882 for testing. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook) An "I" (incomplete grade) may be given at the discretion of the instructor when emergencies prevent students from competing course requirements. Should an "I" be granted, the student will be given a set time to complete the requirements before an "F" grade is assigned

**Attendance & Participation Policy:** Students are expected to attend class and participate in lectures, discussions, exercises and activities. The attendance/participation of the student is essential to the learning and to the overall success of the course. Group discussions, quizzes, projects, class exercises, case studies, and workshops cannot be made up for full credit. The instructor reserves the right to accept any past due/late work. Attendance will be taken and many of the insights gained in this course are experiential and require participation. Students are required to keep up with assigned reading and activities. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent. An absence on the day a requirement for the course is due including any presentations (either individual/group or special guest) will result in a grade of zero unless other arrangements has been approved by the Instructor, prior to the occurrences.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.

### **Bad Weather Policy:**

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 and check for postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas) and/or check for communications or emails fro the instructor. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

**Diversity/Tolerance Policy:** Students are encouraged to contribute their perspectives and insights in class discussion. However, offensive & inappropriate conduct and remarks toward the instructor and/or other students will not be tolerated. Behaviors and disruptions which violate the above will be handled as the instructor deems appropriate. Refer to the Student Code of Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.

