



**ORGL 397**  
**Human Resource Management**  
**Spring 2014**

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## Human Resource Management

### Purpose

This syllabus provides course information, which includes materials required for the course, the course description, and student learning outcomes (LOs) to help you navigate the course and complete requirements.

### Policies

#### Technology Requirements

This is an online course and the following technological resources are required:

- Computer /Internet access and connection-high-speed preferred (not dial up)
- Speakers so you can hear audio enhanced assignments throughout the semester
- Headset/Microphone
- Webcam
- Microsoft Word, Excel, and PowerPoint

This course may also require the following:

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch Yahoo, Hotmail, etc.

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

### **Access and Navigation**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to:  
<https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuccommerce.edu](mailto:helpdesk@tamuccommerce.edu).

### **eCollege Student Technical Support:**

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support: Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.
- Phone: 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- Email: [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative.
- Help: Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions, etc...)

### **Course Concerns:**

If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

### **Other Questions/Concerns:**

Contact the appropriate TAMU-C department related to your questions/concerns. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.)

### **Communication and Support**

Email is the best way to communicate as it is checked throughout the day. However, in order to avoid duplication of questions and answers I prefer that you post all class related questions in the Virtual Office course tab. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my email address via eCollege. Or if you want to talk via phone, you may contact me via Google voice at 512.900.1913. Please do not call before 9 a.m. or after 9 p.m.

### **Course and University Procedures/Policies**

#### **Academic Honesty Policy**

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments,

collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Violation of these academic standards may result in removal or failure. Please see the TAMU Catalog.

### **Dropping the Class**

If you need to adjust your schedule by dropping this course, please contact your Academic Coach. Please be aware that dropping your course may impact your financial aid, veterans and military benefits, three peat, 45-hour, and 30-hour rules. It is the student's responsibility to drop the course. If you fail to officially drop the class, a failing grade shall be assigned.

### **Incompletes**

If you receive a grade of "I" or Incomplete you have one full term to complete the items that remain incomplete. If you have not submitted the necessary assignments by the end of the next full term your grade automatically converts to an "F."

### **Student Withdrawal**

A student wishing to withdraw from all courses before the end of a term for which he/she is registered must clear his or her record by filing an application for voluntary withdrawal. Please contact your Academic Coach.

This action must be taken by the date stated in the Academic Calendar as the last day to drop a class or withdraw. Any student who withdraws from the university is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension in the university catalog. It is the student's responsibility to withdraw from classes if he or she does not plan to attend during the semester in he/she has enrolled. A student has one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour and 30-hour rules and financial aid and veterans and military benefits.

### **Instructor Withdrawal**

Your instructor of record reserves the right to withdraw a student from his or her course based on inadequate access to and progress in the online course materials.

### **Students with Disabilities:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gege Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See '[Code of Student Conduct](#)' from Student Guide Handbook)

### **Course Home**

Course Outcome: Describe human resource management skills used by business managers in day-to-day operations.

The human resource (HR) function in a corporation represents the link between the company's strategic mission set forth by management and employee goals and actions to fulfill the mission. Human resource management is a vast area of management that involves protecting, preserving, training, and evaluating the employees in an organization.

If you picture yourself as an HR manager for a corporation, you'll need many skills to provide employee training, compensation and benefits, performance appraisals, worker recruitment, and strategic planning. These skills require specific knowledge of these areas and how they affect the company's overall strategic goals. As a manager, your responsibility is not only to recruit the best employees but keep them engaged in their own careers so that they remain at the company. In the case of international workers, you will need to know about the conditions of foreign markets and how to train, communicate, and interact with those workers.

This course looks at the different roles that the human resource department plays in a company and the skills needed to accomplish day-to-day activities of HR personnel. In the first part of the course, you'll examine how HR management is an integral part of the strategic management process in a company and the role of the HR manager in carrying out the strategic goals set forth by management. The next section goes into the process used by HR to analyze personnel needs and recruitment talent, and select the right people to work for the company. The next part of the course covers the areas of employee training and development, compensation and benefits, performance appraisals, and pay for performance.

Finally, the course wraps up with topics exploring workplace discrimination and labor laws, as well as ethical conflicts in organization and the trend towards globalization in the HR function.

Content	Description	Notes
Syllabus	<p>For the first learning outcome on Role of the HR Manager, you complete one reading, view two interactive presentation, participate in a discussion, and write one short paper on how HR and its role in a company.</p> <p>For the second learning outcome on Personnel Planning &amp; Recruiting, complete one reading, view an interactive presentation, and write answer to questions on a case study, and write a short paper.</p> <p>For the third learning outcome on Criteria for Employee Selection, you complete one reading, view one interactive presentation,</p>	<p>You have maximum responsibility for your learning and involvement in the course.</p> <p>It is important that you review the syllabus and keep up with the course materials and deadlines.</p>

participate in a discussion, and write 1-page paper about the criteria to hire the right person for a specific job.

For the fourth learning outcome Employee Training & Development Programs, you complete one reading, view two interactive presentations, participate in a discussion, and complete two assignments by writing short papers about employee-training programs.

For the fifth learning outcome Performance Appraisal Criteria, you complete one reading, view one interactive presentation, and write one short papers about employees' appraisal system.

For the sixth learning outcome Pay Plan & Benefits, complete three reading, view five interactive presentations, and write a short paper in regards to agreement or disagreement of the case study.

For the seventh learning outcome on Employment Discrimination & Labor Laws, complete two readings, view an interactive presentation, participate in a discussion, and write short paper on employee discrimination.

For the eighth learning outcome on Ethical Conflicts in an Organization, complete one reading, view an interactive presentation, take a corporate ethics quiz, and write short papers corporate ethical misconduct.

For the ninth learning outcome on

	Need for Global HR Expansion, complete one reading, view an interactive presentation, participate in a discussion, and write a short papers about five points about international work environments.	
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### Pretest

The Pretest for this Introduction to Human Resource Management course assesses your knowledge of role of the HR manager, personnel planning & recruiting , criteria for employee selection, employee training & development programs, performance appraisal criteria, pay plan & benefits, employment discrimination & labor laws , ethical conflicts in an organization, and need for global HR expansion.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. The pretest is required for the course. Passing grades for all competencies and assignments for this course are a score of 80 points or higher.

Content	Description	Time	Value	Notes
Pretest	Measures your competency of learning outcomes through essay, short answer, and multiple choice questions.	120 minutes	100 points	

### Dropbox Instructions

Please submit your Assignments to the Dropbox in order to receive faculty feedback. To submit to the Dropbox, click on the Dropbox tab at the top of the course content frame. Click on the Submit an Assignment link. Choose the designated Dropbox Basket title for the assignment. Click the Add Attachments button to browse for the assignment document on your computer that you would like to submit. After attaching the document, you may add comments to your instructor in the Comments field if you wish, then click the Submit button.

### Discussions

You are expected to participate/post in each discussion thread/activity in the module. Responses are not merely a restatement of information or ideas already presented. You are expected to present new ideas for consideration, pose questions to explore a topic deeper, and/or add to perspectives presented.

To respond to the discussion topic: If you're the first to enter the Discussion, there will only be a **Respond** button. Otherwise, you will see other's postings below. Click on the **+ Expand All** button to view all of the entries made by your fellow learner or click each one, one at a time. Please pose your response and then return later, or tomorrow, to read and respond to your classmates.

### Posttest

The Posttest for this Introduction to Human Resource Management course assesses your knowledge of role of the HR manager, personnel planning & recruiting , criteria for employee selection, employee training & development programs, performance appraisal

criteria, pay plan & benefits, employment discrimination & labor laws , ethical conflicts in an organization, and need for global HR expansion.

The Posttest is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required to demonstrate competency. If you score less than 80 points on any competency you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

If the term ends prior to you being able to demonstrate competency you will receive a grade of "I" and be required to complete the remaining competencies in the next term.

<b>Content</b>	<b>Description</b>	<b>Time</b>	<b>Value</b>	<b>Notes</b>
Posttest	Measures your competency of learning outcomes through essay, short answer, and multiple choice questions.	180 minutes	100 points	