

BA 224 - Human Resources Management (3 Credits)

Winter 2022 CRN 31393

Remote

Instructor: Julie Lindsey, MBA, MACC, M.Ed.

Email: lindsej@linnbenton.edu Email is the best way to contact me.

Office/Hours: Thurs 530 to 730 p,m Please email me and request an appointment.

Required Text/DDA:

Human Resources Management, **Martocchio; 15th Edition, 2016**

- Students may use either online or printed texts.
- On-line quizzes and additional materials needed for the course are found in the online lab, *MyManagementLab*, embedded in your LBCC Course Moodle Page.
- For technical support, call Pearson's technical support at 844-292-7015.

Course Overview:

Explores the basics of strategic human resources management including workforce planning, recruitment and staffing, compensation and benefits, training and development, and performance management. This course also addresses legal compliance, workplace safety and the future of Human Resources Management (HRM.)

Course Outcomes:

Upon successful completion of this course students will be able to:

- Describe best practices for recruitment and hiring processes
- Explain how management uses training, performance management and appraisal processes to increase and enhance worker productivity
- Demonstrate basic knowledge of labor law and collective bargaining agreements
- Describe full cycle HRM processes (hire to termination)

Learning Assessments:

| Assessment | Percent |
|--------------------------|---------|
| Lab Exercises | 25 |
| Quizzes (on Lab) | 45 |
| Discussion/Participation | 10 |

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|---------------------|-----|
| Final (on Lab) | 10 |
| Writing Assignments | 10 |
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| Total | 100 |

Grading:

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|---|----------------------|
| A | 90-100% total points |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | Below 60% |

Instruction Method:

Instruction will consist of a balance of theoretical content (MyLab, discussion, text review, article review), class discussion and participation, written assignments (cases, forms, and process development), quizzes and tests.

Student Responsibilities:

Each student is accountable for both individual and any assigned workgroup projects. A student can demonstrate accountability by participation in class discussion, timely completion of assignments, and academic integrity of all class assignments (reading, written assignments, quizzes, exams, and the student's individual contribution to the workgroup assignments).

Instructor Responsibilities:

The instructor is accountable for establishing a learning climate that encourages trust, respect, and support. The instructor will deliver theoretical content, synthesize information when needed, and encourage students to explore and apply the content of their learning to current and future workplace settings. The instructor will guide, monitor, and evaluate student progress and will be available for consultation and feedback.

Participation:

Participation Matters! Weekly participation is expected and required. At least 1 discussion question will be posted weekly. Students are required to respond to the initial question as well as respond to at least 1 other post. There is a minimum word count requirement for each post. Instructions for each week will be posted on Moodle.

Students who are unable to successfully complete the course should withdraw in accordance to LBCC policy and dates set forth in the catalog.

Deadlines and Late Work:

Deadlines Matter! All assignments are to be completed on the lab or uploaded on Moodle. Assignments are due the Monday of the following week. Specific deadlines are listed on the assignment sheet.

No late work is accepted.

LBCC Email and Course Communications:

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided an email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information: <http://po.linnbenton.edu/BPsandAPs/>)

Center for Accessibility Resources:

You should call your instructor during the first week of class if you have a documented disability and need accommodations, your instructor needs to know medical information about you, or you need special arrangements in the event of an emergency. If you believe you may need accommodation services please contact Center for Accessibility Resources, (541) 917-4789. If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources Online Services web page every term in order to receive accommodations.

Academic Integrity:

Students are expected to follow College policies regarding academic integrity as articulated in the Students' Rights and Responsibilities Handbook (<http://www.linnbenton.edu/studentrights/standards.html>). You will receive an F in the course if you are found to be involved in academic dishonesty (cheating, plagiarism, etc.).

Syllabus:

This syllabus is a guide, not a contract. If something listed does not make sense, please talk with

me. If changes are made, I will announce them in class. Not reading the syllabus does not constitute a valid excuse for missing a due date.

Campus Resources:

Remember additional campus resources are available to assist you in as you learn in this class. Please see the LBCC website for an additional description of services offered by the LBCC Learning Center and Library.

ASSIGNMENT LIST AND DEADLINES

| Date/ Week | Topic of Discussion | Reading | Quiz on Text | Assignments |
|-----------------------|--|----------------|--|--|
| Week 1 | Introduction, Strategic HRM Ethics Trends | Ch.1-2 | Quiz #1 Quiz #2 Closes 1/10 | Lab Exercises Writing Assignment: Why Work? Due 1/10 |
| Week 2 | Diversity, EEO/Compliance | Ch. 3 | Quiz # 3 Closes 1/17 | Lab Exercises Writing Assignment: Legal Compliance Due 1/17 |
| Week 3 | Staffing Job Analysis Job Descriptions | Ch. 4 | Quiz #4 Closes 1/24 | Lab Exercises Writing Assignment: Job Analysis/Job Description Due 1/24 |
| Week 4 | Recruitment | Ch. 5 | Quiz #5 Closes 1/31 | Lab Exercises Writing Assignment: Recruitment Plan Due 1/31 |
| Week 5 | Selection | Ch. 6 | Quiz #6 Closes 2/7 | Lab Exercises Writing Assessment: Selection Checklist Due 2/7 |
| Week 6 | Performance Mgt. Appraisal Training, Development | Ch. 7-8 | Quiz #7, Quiz #8 Closes 2/14 | Lab Exercises Writing Assignment: Performance Due 2/14 |
| Week 7 | Total Compensation, Pay, Benefits, Perks | Ch. 9-10 | Quiz #9 Quiz #10 Closes 2/21 | Lab Exercises Writing Assignment: Compensation and Benefits Employee Communication Due 2/21 |
| Week 8 | Collective Bargaining Union/Employee Relations | Ch. 11-12 | Quiz #11 Quiz #12 Closes 2/28 | Lab Exercises Writing Assignment: Collective Bargaining Case Due 2/28 |

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| Week 9 | Employee Wellness, Safety (OSHA) | Ch.13 | Quiz #1/3 Closes 3/7 | Lab Exercises Writing Assignment: Health, Safety, and Wellness Program Due 3/7 |
| Week 10 | Global HRM Wrap Up | Ch. 14 | Quiz #14 Closes 3/14 | Lab Exercises Final Exam Opens Due 3/14 |
| Finals Week | Complete Final by due date | Ch. 1-14 | CLOSES TUESDAY 3/15 | CLOSES TUESDAY 3/15 |

Note: Changes to the syllabus or to the content of the syllabus due to unforeseen circumstances may occur. Notices of relevant changes will be announced through a Moodle announcement.