

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

**COURSE
SYLLABUS
AND
INSTRUCTOR PLAN**

**Human Resources Management
HRPO 2301.01**

NOTE: This is a 16-week hybrid course.

Karen Crump, Professor

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

HUMAN RESOURCES MANAGEMENT F22 HRPO 2301.01

Course Description:

Behavioral and legal approaches to the management of human resources in organizations.

Course Objectives and/or Competencies:

- Explain the development of human resources management
- Explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation
- Describe management's ethical, social, and legal responsibilities
- Explain methods of compensation and benefits planning
- Describe the role of strategic human resources planning

Prerequisites and/or Corequisites:

None

Minimum Requirements Needed for this Course:

Students should have basic computer skills, knowledge of Office 365 especially Word, Excel and PowerPoint, and a basic understanding of how to use search engines and common web browsers. Access to a computer and internet are required to be successful. There are plenty of computer stations throughout the campus for your use including 2 labs in the BT Building and stations in the library. Check the MCC website for hours of these locations.

Instructor Information:

Instructor Name:	Karen Crump
MCC E-mail:	kcrump@mclennan.edu
Office Phone Number:	254-299-8290
Cell Phone Number:	254-722-6159
Office Location:	BT205
Office Hours:	1:00p – 3:00p Mondays in office; 9:35a – 12:30p Tuesdays online I will be happy to set up a zoom session during this time or at any time that is convenient. My office phone number (2542998290) will always be the access code for all zoom sessions.

****Since we are preparing for the business world, appointments are preferred and can be made for any time during the week based on my availability****

Other Information:	Feel free to contact me at any time; Please no calls before 7:30am or after 7:00pm! Texts are acceptable
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Required Text and Lab (etext and MyLab included in course):

Title: Human Resource Management, 16th Ed.
Author: Gary Dessler
Publisher: Pearson
ISBN: 978-0-13-517278-0
[MCC Bookstore Website](#)

The text and lab have been included in the course; you should have received an email; access to the book and lab are available in Brightspace.

Methods of Teaching and Learning:

Assigned readings, discussion groups, group/individual projects and presentations, real world case studies and assignments, written reports/papers, exams, and quizzes.

Free Microsoft Office 365:

MCC offers Office 365 free of charge to all MCC students. If you are in need of this software, please type in Office 365 in the search bar on MCC's website to learn how to download it. There are specific directions for those of you with a chromebook.

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Mission Statement: My mission for this class is to provide you with insights into the human resources role in a company with the hopes that you will look at your current work environment from a new and fresh perspective.

Outline or Schedule (subject to change):

This is weekly schedule. Our class will meet on Mondays to review the key concepts for the week.

UNIT 1: ORIENTATION AND INTRODUCTION

WEEK 1: Monday, August 22

Welcome/Class Overview/Orientation

Chapter 1: Introduction to Human Resource Management

WEEK 2: Monday, August 29

Chapter 2: Equal Opportunity and the Law

Chapter 3: Human Resource Management Strategy and Performance

UNIT TEST#1

UNIT 2: RECRUITMENT, PLACEMENT, AND TALENT MANAGEMENT

WEEK 3: Monday, September 5 – LABOR DAY/NO CLASS

Chapter 4: Job Analysis and the Talent Management Process

WEEK 4: Monday, September 12

Chapter 5: Personnel Planning and Recruiting

Chapter 6: Employee Testing and Selection

WEEK 5: Monday, September 19

Chapter 7: Interviewing Candidates

UNIT TEST#2

UNIT 3: TRAINING AND DEVELOPMENT

WEEK 6: Monday, September 26

Chapter 8: Training and Developing Employees

WEEK 7: Monday, October 03

Chapter 9: Performance Management and Appraisal

WEEK 8: Monday, October 10

Chapter 10: Managing Careers and Retention

UNIT TEST#3

UNIT 4: COMPENSATION

WEEK 9: Monday, October 17

Chapter 11: Establishing Strategic Pay Plans

WEEK 10: Monday, October 24

Chapter 12: Pay for Performance and Financial Incentives

WEEK 11: Monday, October 31

Chapter 13: Benefits and Service

UNIT TEST#4

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WEEK 12: Monday, March 28

Chapter 13: Benefits and Service

UNIT TEST#4

UNIT 5: ENRICHMENT TOPICS

WEEK 12: Monday, November 07

Chapter 14: Building Positive Employee Relations

WEEK 13: Monday, November 14

Chapter 15: Labor Relations and Collective Bargaining

WEEK 14: Monday, November 21

Chapter 16: Safety, Health and Risk Management

WEEK 15: Monday, November 28

Chapter 18: Managing Human Resources in Small and Entrepreneurial Firms

UNIT TEST#5

WEEK 16: Monday, December 05

Finals

Course Grading Information:

Attendance/Class Participation	65
5 Exams (50 pts each)	250
Comprehensive Final	100
MyLab Human Resources**	150**
Job Description Exercise	75
Resume Writing	50
Interview Role Play	85
Miscellaneous Assignments	75
Onboarding Project**	<u>150**</u>
	1000 points

Allocation of letter grades will be as follows:

A	900 - 1000 points / 90%+
B	800 - 899 points / 80% - 89%
C	700 - 799 points / 70% - 79%
D	600 - 699 points / 60% - 69%
F	<600 points / <60%

The number of total points may change due to changes in the syllabus; however, the percentages applied will remain the same (ie. 90% of total points will be equivalent to an A)

****Required to Pass**

Your final grade will be kept up-to-date in the grade book based on the assignments that have been graded. You will see something like 45/50. The 1st number refers to your grade from the graded assignments; the 2nd number refers to the points that were available for that graded work. It will not include any assignments not yet graded. You have to get to 700 points to pass.

ATTENDANCE/CLASS PARTICIPATION: (65 points)

5 points per class day between the dates of August 22 to November 28

CHAPTER TESTS/COMPREHENSIVE FINAL: (350 points)

There will be 5 tests given throughout the semester as well as one comprehensive final exam. Exams will be in a true/false, multiple choice, and short answer format. Students with scheduling difficulties must make arrangements with the instructor prior to the exam. If you miss a test and have not made prior arrangements with me, you will forfeit those points. All exams will be online in Brightspace including the final. Academic integrity is important especially in an online environment. If it is obvious that a question to an exam has been copied from an online source, you will receive an automatic 0 for the test.

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MYLAB HUMAN RESOURCES (150 points)

Every chapter has corresponding activities in MyLab. These activities vary from practice questions, quizzes, mini simulations and personal assessments. You have unlimited attempts for all these activities. At the end of the semester, your points earned will be measured against the lab points available. That percentage will then be multiplied by 150 points. So if you only earn 50% of available lab points, your point value for the lab will be 70.

JOB DESCRIPTION EXERCISE (75 points)

For this assignment, you will be writing a complete and thorough job description for a business instructor position at MCC.

RESUME WRITING (50 points)

To ensure that you finish your degree at MCC with a well-written resume, you will be creating one in class.

INTERVIEW ROLE PLAY (85 points)

For this exercise, you will be acting as a HR Manager and conducting an interview for a new guest service representative at a hotel. Detailed information will be found in the project module.

MISCELLANEOUS ASSIGNMENTS: (15 points each - 75 points)

You will be given miscellaneous assignments throughout the semester. Your 5 highest scores will count towards your final grade. If we do not get to 5, the remaining points will be added to the lab's total points.

A note on assignments. In the business world, it is important that you present professional looking documents. For that reason, if your homework is not typed in Word or does not look professional, points may be lost. For example, you should not submit something in an all bolded font. There should be clear separation between the question and your response by either using bold/unbolded fonts or perhaps color. Proper grammar and spelling is a given. Make sure you review the way your submission looks before uploading it to avoid losing valuable points.

ONBOARDING PROJECT (150 points)

This is your semester project. You will be creating an onboarding program for a new instructor at MCC.

GENERAL INFORMATION:

COMMUNICATION

All communication including changes to the syllabus will be given to you in class or sent to you through your MCC email address (your 2 initials student ID#@students.mclennan.edu) and announcements in Brightspace. Make sure you know how to access both. I would suggest setting up your school email – a gmail account - on your smart phone if you have one. My recommendation is to check your emails several times a day.

When sending emails to me, make sure you use effective business format. In the subject line, be specific as to the purpose of your correspondence. Avoid typing in all caps. Be clear and concise in what you are trying to communicate. Although I check emails on a regular basis throughout the day, do not expect an immediate reply. If there is a sense of urgency, email is not the best method to use. Pick up the phone and call me. If texting me for the first time, make sure you identify yourself in case I do not have your number in my contacts.

Before you make the effort to contact me, ask yourself where you can find the answer to your question. For example, have you checked the syllabus? Brightspace? A fellow classmate? Managers in the business world expect you to be problem solvers. This is a skill that can be learned so a good time to practice is now while you are in college.

ASSIGNMENTS

All required assignments for the week can be found in Brightspace under the weekly module. Due dates are also posted on the course homepage under Upcoming Deadlines. It is important that you complete all assignments in the weekly module so I would highly recommend you start there every week for your "to do" list.

You will be using Brightspace to submit all assignments. However, should you encounter challenges, you can email it to me at kcrump@mclennan.edu by the deadline. This should be the exception however so if you need

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assistance on how up upload in Brightspace, make an appointment with me.

All assignments must be typed in Word – no other formats will be accepted! When saving your assignments, make sure to properly name it. This is good business practice.

Presentation is important in the business world. Your documents must look professional. For that reason, your homework assignments must look professional. Take a few minutes after completing the assignment and ask yourself if it looks professional. Points may be lost if your submission does not look neat and organized. Font should never be bolded unless you are trying to emphasize a point....spacing should be just right...indents used when needed.

LATE WORK AND MAKE UP WORK:

Due dates and deadlines are important in the business world. If you miss a crucial deadline, it could cost your company a significant opportunity/expense. For that reason, late work will not be accepted unless prior arrangements have been made in advance. So pay attention to due dates!

ADDITIONAL BONUS POINTS CAN BE EARNED:

In the working world, you do not have to be the smartest person to be successful. However, you do have to show initiative, work hard and prove that you care about the company and the business. For that reason, I am going to apply those same principles to this class. You have the opportunity to put forth additional effort and earn additional bonus points to achieve a higher grade.

EXTRA BONUS ASSIGNMENTS (up to 50 points):

1. 10 points: Reach out to me to set up a short ZOOM session so we can meet each other. If you prefer, you can also set up an appointment to stop by my office to visit with me for a few minutes within the first two weeks – deadline for submission or setting up the appointment is end of day Friday, September 2. Consider it a “Getting to Know You” session.
2. 10 points: Bring in a job description from your place of work.
3. Up to 20 points: Interview with an HR Director. The professional must be an HR Manager and the visit must be pre-approved to get credit; written report to be at minimum 3 pages to include the interview and general information on the business itself.
4. 10 points Complete the instructor feedback form at the conclusion of the semester

ATTENDANCE:

It is your responsibility to make mature and reliable decisions regarding your commitment and performance to this class. MCC's school attendance policy requires me to take attendance.

According to our school's policy, should you miss 4 classes, I may drop you from the class for lack of involvement. However, I will never drop you without your prior approval. Remember that you will be financially responsible for the class even if you drop and the 6-drop rule will be applied. The college's official policy can be accessed from the link in the addendum.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)
(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

GRADES:

If you do not agree with a grade, you have one week from the time it is posted to review it with me.

Answers to the tests are not provided. If you would like to review your test, please make an appointment with me so we can review it together.

MY PHILOSOPHY ON LEARNING:

Learning is hard. Learning is frustrating. Learning takes work. It takes time. Learning can also make you uncomfortable. And learning is a CHOICE. The responsibility to learn is yours and yours alone. I am committed to

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introducing you to new terms, concepts and ideas and helping you in any way I can to sort out any confusion. But you must own the learning part and want it bad enough to ask questions when you do not understand and see me to sort out more complex and time-consuming issues. I will do everything I can to help you on this journey but I will not do the work for you. If you find that you need additional support, more than I can provide, MCC offers plenty of resources in our Student Success department. Feel free to come see me if you would like to explore these services. So in the spirit of learning something new, embrace the work ahead of you! In the words of Dr. Seuss, "Oh the Places You'll Go!" (hopefully you are never too old for a little Dr. Seuss wisdom!)

Instructor Recommendations:

A hybrid course takes self-discipline to achieve success since 50% consists of online work. This class is broken out week by week with specific assignments and activities that must be completed. Since our classes fall on Monday, we will review the weekly requirements at that time. However, my recommendation is to always log into the course as well to assess what your week looks like with respect to assignments and deadlines. You may have a chapter quiz and test on that chapter in the same week so it is better to plan ahead.

Make sure to go into this class with a back up plan in case your computer crashes and your internet goes down. Know what you will do if one of those scenarios happens. These situations cannot be used as reasons for assignments not getting completed by the deadlines. Know that there are many computer labs available on campus. The library probably offers the greatest availability. Do your research and investigate into these labs so you are better prepared.

Make certain that you understand the course format and structure on Brightspace. We will review this on our first day of class.

The textbook is an integral part of the course and chapter reading will be required every week.

Since the responsibility of learning falls on your own personal efforts, make sure to reach out to me if you are confused about something. Before placing the call however, please make sure you check all resources including the syllabus and your classmates to find a solution; my experience has been that answers to most questions can be found there. I do my best to respond to your inquiries as quickly as possible but for planning purposes, anticipate at least a 24-hour turnaround.

Reading and comprehension are key to being successful in this course.

Course Notes:

1. Just a reminder that the announcements section on homepage only shows the last announcement. You must click on the Show All Announcements link to open up all announcements. Same with the deadlines....only 5 show so you must open up the calendar to see them all.
2. Weekly content will open up every Monday at 12:01am.

Student Behavioral Expectations or Conduct Policy:

I am a "hotelier" at heart and just love the philosophy of Ritz Carlton Hotels, a luxury brand. To borrow from their motto, "*We are Ladies and Gentlemen serving Ladies and Gentlemen*". Even though this class is in an online format, we will treat each other with mutual respect. If you are frustrated with something and do not understand, please talk to me. I am here for support and to help you succeed. I am not out to get you or make things difficult. But let's face it, sometimes in college you have to do things you don't like doing...that is why a degree offers so much value to employers- it proves you can go the distance! Remember, your behavior and character are the only things that you have complete control of in your life. Make the most of it!

Instructor/Class Academic Integrity Statement:

In the business world, if you are caught stealing, you will immediately lose your job. That same premise will be applied to our class. Cheating on exams or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) may result in a failing grade and you will be reported to Student Discipline.

TurnItIn

Brightspace has a feature called TurnItIn...it allows me or you to run your assignment through a reader to reveal the percentage of the paper that has been plagiarized. As long as you are within a 0-25% margin, you

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will be fine; anything higher will result in points lost. Anything higher than 60% will result in a 0 and potential discipline action. My recommendation is to run your assignment thru this feature to see your results before you submit it. I will notify you if this feature has been turned on for an assignment.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.