



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

M. BOYCE WILSON

NOTE: This is a 16-week course.

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Course Description:

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

Semester Hours: 3 (3 lecture)

Course Days/Times: Wednesdays 6:30 PM – 9:20 PM

Prerequisites and/or Corequisites:

None.

Course Notes and Instructor Recommendations:

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in the future, as well as on your current job. You will have the opportunity to apply what you have learned on your present and past jobs and in your other courses. You will also be introduced to the challenges of human resources management that you may have known affected you on your job but may not have understood why. Even if you are not interested in working as a human resources manager, you will be affected by every aspect of HR management as an employee! We will cover a lot, but we will have lots of fun doing it!

The textbook and Brightspace online learning environment play an integral role throughout this course. Lectures will be conducted in the face-to-face environment. Assignments and exams will be completed in Brightspace; therefore, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor's course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

Instructor Information:

Instructor Name:	Michael "Boyce" Wilson
MCC E-mail:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
Office Location:	MAC 216
Office/Teacher Conference Hours:	Monday 4:00 PM-6:00 PM
	Tuesday 2:30 PM-5:30 PM
	Wednesday 4:00 PM-6:30 PM

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Zoom Webconference Information: Meeting ID: 254-299-8688

Must be scheduled in advance with instructor

If you choose to contact me by email, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with HRPO 2301.50 (the class' email will be sorted into a specific file).
3. Use your MCC student email address – external email addresses are often caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. I do not accept work by email unless I specifically state for you to send me your work by email.
5. Failure to do any of the above will result in my not seeing or reading your email.

Other Instruction Information:

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 Dell help lines. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with HRPO 2301.50. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see your e-mail. If you respond to my e-mail, hit reply, and make sure HRPO 2301.50 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Assistance: Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Required Text & Materials:

Title: HR5
Author: DeNisi, Angelo & Griffin, Ricky
Edition: 5th
Publisher: © 2019 Cengage Learning
ISBN: 978-0-357-04818-4

Software: Microsoft Office
Mozilla Firefox or Google Chrome with Java
Zoom Webconferencing (if you desire a meeting via Zoom outside of class times)

*The links where you can download all of these are located on MCC's Tech Support webpage.

I do not recommend using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course.

Assignments will be submitted and testing completed in Brightspace. As such, I encourage you to bring your laptop or tablet to class with you. This will make it much easier for you to learn to navigate the course materials I make available to you. However, please understand that all assignments and testing will be completed outside of the classroom so that we can maximize the use of our time together! DO NOT turn assignments in by e-mail.

Should your use of an electronic device become a distraction for you, me, or anyone else in the class, or should I find you focused on an activity that does not directly correlate with the class discussion, you will no longer be allowed to utilize your technology in class. Be respectful and accountable for your choices and actions.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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/>

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3rd floor.
 - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.
- **MCC Website** – <http://www.mclennan.edu>
 - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the “Student” link on the main page or by clicking on the MCC seal.
- **MCC's Student Services** – (254) 299-8431
 - MCC's Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC's Success Coaches** – (254) 299-8226
 - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC's Network Services** – (254) 299-8077
 - MCC's Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

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.

Students should have a firm understanding of Microsoft Word, including the formatting and insertion tools within MS Word.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through 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. Since we meet in person, inaccessible technology systems will pose minimal risk to our course.

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, I will notify each student and we will transition back to paper-and-pen testing and all coursework will be submitted in printed format at the beginning of each class session. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college. Should no alternate email address exist on file, students will be contacted by telephone.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)**
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

1. This course is based on reading, lecture, discussion, and group work.
2. It is imperative that you read all assignments before you come to class. Sometimes I will cover the material exactly in the order it appears in the text; most of the time, I will add, delete, and manipulate the material. It is important to know what you understand and what you don't understand before the material is discussed in class. You will need to rely on both my lectures and the text in order to find success in this class, particularly when it comes to the exams.
3. I mostly lecture during class. I will lead you through the material, but I expect questions, discussions, answers, and lots of participation. You don't want me lecturing the entire time. Some of the material will require me to do more lecturing and leading than others. The class is far more enjoyable when you read the material in advance and join in on the conversation each week!
4. I expect everyone to participate in class. Participation gives you ownership in the class, plus it will help you to learn and remember the information. I will not ask a question and

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

then answer it myself, nor will I let two or three students in class answer all of the questions. I will ask general questions of the whole class and I will call on specific people in class. The key, once again, is to read and attend all classes.

5. From time to time, I will put you into groups or I will have you put yourselves into group. Each group will discuss some aspect of the chapter as I roll from group to group to answer questions, give support, and ask questions. Then I will lead the whole class through the chapter. I won't leave you hanging! It is very important that you have read your chapter for that day and are ready to take part in group activities. As soon as the class starts that day and I have put you into groups, I expect for the group to be fully functional! This is NOT the time to be reading the chapter and outlining the part you will be discussing within your group. **Always read the assigned readings before class.**
6. I will use Brightspace to post lecture notes, assignments, and other resources for the course. All daily activities are YOUR responsibility if you miss the class in which they are handed out. For daily work that is submitted late, points will be deducted accordingly. Also, **grades will be posted in Brightspace.** Students should be familiar with navigating the Brightspace system, submitting assignments, reviewing announcements, accessing instructor feedback on assignments, and completing quizzes.

Course Objectives and/or Competencies:

Course objectives are listed on the first page of each chapter in the required text. Additionally, the following course objectives will be met during the course:

- Students will be introduced to human resources management and how different managerial and leadership theories are applied within the workplace;
- Students will attain a sufficient understanding of the functions of human resource management and be able to apply this understanding in conjunction with their current business knowledge and work experience; and,
- Students will understand a variety of situations a human resources manager must face. Each student will demonstrate an understanding of viewpoints and opinions in opposition to their own on these situations and employ critical thinking skills to defend their own viewpoints and opinions.

Course Outline or Schedule:

The following schedule is tentative and subject to change. In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace.

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Week	Date	Assigned Reading	Assignments Due
1	1/15	Syllabus; Chapter 1	
2	1/22	Chapter 2	Syllabus Quiz
3	1/29	Chapter 3	Fisher v. UT Case Study
4	2/5	Chapter 4	
5	2/12	Chapter 5	EXAM 1
6	2/19	Chapter 6	
7	2/26	Chapter 7	A New Lens on HR
8	3/4	Chapter 8	Team Operating Agreement; EXAM 2
9	3/11	NO CLASS	SPRING BREAK!!!
10	3/18	Chapter 9	MBTI Project
11	3/25	Chapter 10	Job Posting
12	4/1	Chapter 11	
13	4/8	Chapter 12	Team Presentation
14	4/15	Chapter 13	EXAM 3
15	4/22	Chapter 14	Team Evaluation
16	4/29	None	EXAM 4; Reflective Evaluation
17	5/6	None	FINAL EXAM DUE BY 10:00 AM

Course Grading Information:

Grades will be weighted as follows:

Comprehensive Final Exam	x	10%	=	_____
Attendance	x	10%	=	_____
Syllabus Quiz	x	5%	=	_____
Daily Assignments	x	20%	=	_____
Semester Exams	x	20%	=	_____
MBTI Project	x	15%	=	_____
Team Presentation	x	20%	=	_____
Total		100%	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Comprehensive Final Exam—10%

The final exam is comprehensive and is required to be taken by all students. It will be taken online (in Brightspace), thus you will need to complete it before the due date/time. You cannot submit your final exam late, therefore if you do not plan accordingly, you will receive a zero for not completing the exam.

Attendance—10%

Just as you are expected to show up on time for work, you are expected to show up on time for this class. Attendance grades will be calculated based on a percentage of the instructional periods that you attend. Students arriving late to class by 15 minutes or more will be considered tardy and will only receive half credit for that day's attendance. The class sign-in sheet will be used as the official record of attendance. If you fail to sign in, you will be considered absent for the class meeting. An absence, regardless of reason, will result in a loss of points toward your attendance grade.

Syllabus Quiz—5%

Students will be required to complete a quiz and certify that they have read and understand the syllabus in its entirety. The quiz is located in Brightspace. This quiz also ensures that you are familiar with the testing features within Brightspace. You have an unlimited number of attempts to complete the quiz so that you can ensure that you make a 100!

Daily Assignments—20%

Throughout the course, students will be required to complete daily assignments based on course materials and case studies. All assignments are listed in Brightspace. All daily assignments must be submitted into Brightspace. If you miss a class, you will still be required to complete the daily assignment and submit it into Brightspace by the deadline. I will not create additional assignments during the semester, therefore you know well in advance all assignments that this course requires. As such, absenteeism or "life happening" is not an excuse for not completing coursework.

Semester Exams—20%

There are four exams given during the semester. Each exam coincides with a previous chapters and materials covered in the course. The exams will primarily consist of multiple choice questions; however, other assessment measures may be used. Some of the questions will be direct knowledge questions (i.e. can be found in the textbook), while other questions will require that you apply your knowledge to a specific situation (the textbook will be of little help). Your grade in the course is dependent on your exams. The exams will be located in Brightspace and

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

will be timed appropriately. You will have 2 attempts for each exam and the highest grade received for each exam will be recorded in the gradebook. Your lowest recorded exam grade will be dropped.

MBTI Project—15%

Students will be required to complete an MBTI personality evaluation to determine their MBTI type. Once researching their MBTI type, students will write an assessment of their findings and how these findings affect their ability to effectively management human resources today. Additional assignment details are posted in Brightspace.

Team Presentation—20%

Working in groups assigned by the instructor, students will be asked to develop an engaging presentation for the class on a specific topic. Students will be provided information early in the semester that will identify all the requirements of the group assignment. A specific grading rubric will be provided in Brightspace.

This is a formative assignment, meaning that there are multiple activities that build upon one another in order to form the overall assessment of students and their group. This formative approach enables us to emulate much of the business environment inside of the classroom. Each group (team) will be responsible for developing a Team Operating Agreement at the start of the semester. The agreement should establish the team's ground rules and operating practices that ensure their success for this project. The presentation will be the team's primary focus throughout the semester. As the semester draws to a close, students will submit an evaluation of their team members based upon predefined criteria. The instructor reserves the right to adjust your grade according to your level of participation as they see necessary!

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments and quizzes, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

Understanding Brightspace Due Dates and Availability Dates

Brightspace will display up to three dates of importance for each content item. These dates are only listed for those content items that have a specific start, due, and/or end date. You must submit course work by the *due date* listed for the activity (see the circled due date in the image above). In this example, the Chapter 1 Quiz would need to be completed and submitted by October 27 at 11:59 PM in order to potentially earn full credit.

The *start date*, if one is listed, is the date in which you will be able to view the content. In this example, the Chapter 1 Quiz would not be accessible for you until October 21, 2019 at 11:59 PM.

The *end date*, if one is listed, is the date in which the content will no longer be accessible by you without intervention by your instructors. For this course, the end date signifies the last date in which the work will be accepted for any credit. Please understand that submitting course work between the due date and the end date will result in a 50% reduction in credit on the assignment. No work will be submitted beyond the end date for the activity.

Attendance

Punctuality is a crucial business skill. Coming late, leaving early, and going in and out are all behaviors which disrupt the entire class and are disrespectful to students and the instructor alike. Attendance is taken at the beginning of class. Students arriving late more than three times will be marked absent. Since leaving early is especially disruptive, students will be marked absent if they leave early unless they make previous arrangements with the instructor. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student's responsibility to communicate that to the instructor.

MCC's policy is that you must maintain 75% attendance for each course you are enrolled in. For this course, you may not miss more than 4 scheduled class meetings for any reason. You can track your attendance using Brightspace's Attendance tool. If you exceed 4 absences before the course census date of January 29, you will be dropped. If you exceed 4 absences after the census date, you will receive the grade earned in the course unless you contact your instructor and specifically ask to be dropped from the course.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

Timeliness

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time.

While employed, you are expected to show up to work on time and ready to work. The expectation in this course will be the same. You are expected to be on time and ready to participate for this class. If you will need to miss class, it is your responsibility to email the instructor in advance, notifying him of your absence. If you miss class, it is your responsibility to submit any assignments by the correct deadline. If you are late for class or miss class, your attendance grade will be penalized. Manage your time wisely and be intentional in how you utilize your schedule.

Responsibility

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don’t understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor or within your textbook. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Course resources, assignments, and exams are contained within Brightspace. If you are unfamiliar with Brightspace, please refer to the Virtual Learning Commons or contact me immediately. Due to the vast amount of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer

issues. It is your responsibility to ensure that work is completed on time and from a reliable source.

Accountability

Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication

You will be expected to communicate with your instructor just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with your instructor wearing pajamas or anything that would be deemed inappropriate in the business world.

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. This includes only talking in the classroom when it is a part of the class discussion. Side conversations will not be tolerated while the instructor is talking or while your classmates are talking.

Students wishing to use laptops or similar devices during class may do. In general, laptop users seat themselves near available power receptacles. Permission to use the computer is a privilege, not a right. This privilege may be withdrawn at the sole discretion of the instructor. Use of a tablet or laptop should be focused on work pertaining to your coursework and the materials being addressed in class. Do not work on course work for other courses or you will lose the privilege of using your electronics in class.

Cell phones and similar devices must be turned off or muted during class. Zero tolerance will be given for distractions from cell phones, including audible-silent ringing, checking messages, and using text messaging features. Violators of this policy will be assessed 10 points. A second offense will mean leaving class for the day. If a cell phone is needed for emergency communication, please make special arrangements with the instructor prior to class. If you are present on a day that my cell phone rings out loud, you will get 10 points.

Integrity

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

than 50% of the assignment's total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an "F" for the course, without the option to drop the course for the grade of a "W". For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)**
(www.mclennan.edu/highlander-guide/policies)

I will take attendance every class period. You are expected to be here every class period, unless there are extreme extenuating circumstances. Students **WILL** be required to sign in each class period on a sign-in sheet.

If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of "W" but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

If you miss 3 times in a row without communicating with me, you will be dropped. It is my belief that attendance is essential to your success in this course. If a student has some special need which the instructor needs to take into consideration with regard to administering this policy, it is the student's responsibility to communicate that to the instructor. Time management is essential to ensuring your success in this course, in your academic career, and in your professional career. Manage your time wisely!

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not come to class when the mood strikes you; you are expected to be at every class. Do not wander in late or leave early. If you must miss, call (254) 299-8868 or email mwilson@mclennan.edu. Please see me if you have extenuating circumstances. Everyone gets sick at some time; but it should not be a continuing problem. Hopefully, NO ONE will have to miss class because of a death or serious illness of an immediate family member. If work begins to interfere with school, please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that missing class

HUMAN RESOURCES MANAGEMENT

HRPO 2301.50

WILL adversely affect the grade you make in this course. An absence is a missed opportunity to learn, regardless of the reason.

*** [Click Here for more information about MCC myAlert](#)**

(www.mclennan.edu/myalert)

MCC myAlert is McLennan Community College's emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. Please follow your instructor's instructions during these drills and in the case of a real emergency.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

Read Aloud by 2nd Class Meeting

“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the

course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

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 (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan’s Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

Additional Title IX Considerations from Your Professor

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

Other Information

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE DAY OF THE FINAL. Please ask questions; please let me know how I can help you.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.*