



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**HUMAN RESOURCES MANAGEMENT
HRPO 2301.F1**

MISSY KITTNER

NOTE: This is an 8-week course.

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Course Description:

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

Semester Hours: 3 (3 lecture)

Course Days/Times: Online

Prerequisites and/or Corequisites:

PLEASE note that an online class is of no less rigor than a face-to-face class. The amount of time you will need to devote to an online class is about the same except for perhaps the commuting to and from the campus. Roughly, for each 3 hours credit per week you should dedicate somewhere in the neighborhood of 12-15 hours per week in reading, studying, doing assignments and testing. For some students this will be less and for some it will be more; however, I have geared the class to that approximate amount of time spent in pursuit of 3 credit hours in HRPO 2301.F1 at a passing level.

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 knew 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. Assignments and exams will be completed in Brightspace; therefore, you must have basic computer skills to be successful in this course.

Instructor Information:

Instructor Name: Missy Kittner

MCC E-mail: mkittner@mclennan.edu

Office Phone Number: (254) 299-8514

Office Location: ADM 104

Office/Teacher Conference Hours: Wednesdays 3pm – 5:30 pm or anytime Monday – Thursday from 7 am to 5:30 pm as needed.

Other Instruction Information:

Telephone cell 5pm – 10pm, 254 855-3026. Texts are accepted. Leave a message, your name, and phone number, and I will call you back

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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.F1 (the class' email will be sorted into a specific file).
3. Use your MCC student email address.
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.
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 an assignment is due at midnight, I probably will not read it before the due time. 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.

When you send an e-mail, ALWAYS begin the subject line with HRPO 2301.F1. 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.F1 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 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. However, an emergency on your part does not constitute an emergency on mine. Plan ahead, focus on your course work, and 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.

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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

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

I do not recommend you 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. You are not required to turn assignments in by e-mail. 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!

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/>

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)

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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.

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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:

Case studies, PowerPoints, discussions, group work, and projects plus exams and quizzes are used to aid practical application of principles of management and organizations. In addition, a variety of techniques and educational media will be utilized to expose the student to relevant business subject matter in an interesting, interactive format. This methodology may include on line lecture notes or PowerPoint presentations, video clips, computer lab, library assignments, group studies, written assignments, and/or individual presentations in an online format.

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.

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Course Outline or Schedule:

Course Outline or Schedule: HRPO 2301.F1. This class is self-paced; however, the Assignments and Exams must be completed by the date in the syllabus and shown in Brightspace.

Week	Due Date	Assigned Reading	Assignments Due
1	03/16	Syllabus	
	03/20	Chapter 1	Syllabus Quiz
2	03/24	Chapter 2	
	03/24	Chapters 3 & 4	Fisher V. UT Case Study
3	03/31	Chapter 5	Exam 1
	03/31	Chapter 6	
4	04/07	Chapter 7	A New Lens on HR Case Study
	04/07	Chapter 8	Exam 2
5	04/14	Chapter 9	MBTI Project
	04/14	Chapter 10	Job Posting
6	04/21	Chapter 11	
	04/32	Chapter 12	Presentation
7	04/28	Chapter 13	Exam 3
	04/28	Chapter 14	
8	05/05	None	Exam 4; End-of-Course Review
	05/05	None	Final Exam

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%	=	_____
Presentation	X	20%	=	_____
Total		100%	=	_____

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

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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%

Work is to be turned in according to the “finish” date on the course schedule.

The student may turn in items or attempt tests, quizzes, final earlier than the “finish” or “start” date, but should not turn in items or attempt tests, quizzes, final after the “finish” date.

Exceptions are at the discretion of the instructor and are based on the attendance/makeup policy in this document.

Students must notify the instructor BEFORE the finish date if items are going to be late.

INSTRUCTOR CAN DROP/WITHDRAW ANY STUDENT WHO DOES NOT COMPLETE UNITS BY THE DUE DATE AS LISTED ON THE CLASS SCHEDULE.

Syllabi Assignment—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!

Assignments—20%

Throughout the course, students will be required to complete assignments based on course materials and case studies. All assignments are listed in Brightspace. All assignments must be submitted into Brightspace.

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; however, other assessment measures may be used. Some of the questions will be direct knowledge questions, while other questions will require that you apply your knowledge to a specific situation. Your grade in the course is dependent on your exams. The exams will be located in Brightspace and 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.

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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 work effectively in management human resources today. Additional assignment details are posted in Brightspace.

Presentation—20%

Students will be asked to develop an engaging presentation. Students will be provided information early in the semester that will identify all the requirements of the assignment. A specific grading rubric will be provided in Brightspace.

Late Work, Attendance, and Make Up Work Policies:

Work is due before the deadline established in Brightspace. *For all late assignments, extended time will be given only for excused absences. For unexcused absences, if I choose to accept the late work, 50% of total possible points WILL BE deducted. No work will be accepted beyond one week from the original due date. All assignments and exams (except the final exam) are accessible in Brightspace, therefore being absent is NOT a reason for failing to submit work on time.*

Attendance

Work is to be turned in according to the “finish” date on the course schedule.

The student may turn in items or attempt tests, quizzes, final earlier than the “finish” or “start” date, but should not turn in items or attempt tests, quizzes, final after the “finish” date.

Exceptions are at the discretion of the instructor and are based on the attendance/makeup policy in this document.

Students must notify the instructor BEFORE the finish date if items are going to be late.

INSTRUCTOR CAN DROP/WITHDRAW ANY STUDENT WHO DOES NOT COMPLETE UNITS BY THE DUE DATE AS LISTED ON THE CLASS SCHEDULE.

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.

Student Behavioral Expectations or Conduct Policy:

Professional class conduct is expected of each student. Students are expected to maintain classroom decorum/or internet etiquette (as described on Brightspace) 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.

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Computer Problems

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.

Communication

It is my goal to ensure that you understand and learn the material covered in this course. However, I can only help if you keep me informed of any issue or problems that you have with the course, instructions, or assignments. We can schedule a face-to-face meeting to meet your scheduling needs in order to resolve issues that arise.

I will communicate with the class via the announcement page and your MCC email. You are responsible for checking the announcement page at least once a day. Brightspace uses your MCC email address. When I email you, I go through Brightspace; therefore, I will email you at your MCC student email address.

It is very important that you read your MCC email. If you are having problems with what to do, or how to do something in class, you may need to contact me so that we can work through your issue together. If you have questions/comments that require more than one email to discuss, you will likely need to schedule a conference. This is a much more effective and efficient way for us to communicate in order to ensure your success.

When you email the instructor, put **HRPO 2301.F1 in the subject line of your email**. This will help me ensure that I know exactly which class we need to discuss. Please use your MCC student email to send emails to me as other email accounts do not always make it through the college's spam filter. You will also need to check your student email for messages from the instructor. I will typically respond to your message within 24 hours. If for some reason you do not think that your email is making it to me, please contact me immediately by telephone or cell. If I do not answer, leave a message with your name, phone number, class, and issue; I will return your call as soon as possible.

Additional policies and practices that students are expected to adhere to are listed below. Website references are provided for each policy or practice.

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

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

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, you will be given one written warning on the first offense. 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 than 50% of the assignment’s total possible points. If you are found to be 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 Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)
(www.mclennan.edu/highlander-guide/policies)

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

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

The census date for Fall 2019 is September 11. If you drop a class are 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.

The college attendance policy indicates that the instructor may drop any student with more than 25% absences (4 classes for this course). Failure to inform your instructor of your intent to “withdraw” will result in you receiving the grade you earned for the course. 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

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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.

* [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

* [Click Here for more information about Title IX](#)

(www.mclennan.edu/titleix)

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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.

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 only extra credit opportunity will be offered during class. 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.*