HRTM 344: Personnel Organization and Supervision
Winter Course 2019/2020- OYT
December 30, 2019-January 19, 2020

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        (Please include <u>HRTM 344</u> in subject line of e mail)

Virtual Office Hours: Monday 7-9pm and Thursday 8am-10am
(Email to schedule an appointment)

Academic Bulletin Description
Recruitment, selection, utilization and development of human resources; role of supervisors in management and personnel administration.

Course Description
This three (3) hour credit course will introduce concepts and principles of Human Resource Management to students. Human Resource Management is a vital organizational concept in today's professional world. This course will examine concepts such as overall management, corporate culture, recruitment, hiring practices, training, unions/collective bargaining, US employment laws and global implications in the marketplace. This course is required for all HRSM Majors.

Prerequisite
There is no prerequisite for enrollment into HRTM 344.

Goals and Learning Outcomes
Upon completion of this course, students will be able to:
1) Describe the overall purpose of Human Resource Management in the professional world.
2) Analyze employment laws and how they relate to the employee/employer relationship as well as the necessity of a diverse workforce.
3) Recognize the importance of the employee/employer relationship; including best recruitment, hiring, training, employee development and separation practices.
4) Describe the positive correlation of high-performance work organizations and great Human Resource practices.

All learning outcomes in this Distributed Learning course are equivalent to face-to-face (F2F) version of this course.

Required Course Textbook
Fundamentals of Human Resource Management, Eighth Edition; Noe, Hollenbeck, Gerhart, Gerhart, Wright; McGraw- Hill Education, New York; ISBN: 978-1-260-07917-3

Course Structure
This course is an asynchronous online course. Students will work at different times from different locations and will not be required to attend any face-to-face (F2F) or synchronous meetings at the same time.

Course Technology
The PowerPoint lecture presentations, links to articles, assignments, exams, and discussion boards are located on the Blackboard site for the course. Microsoft PowerPoint will be used for the online lecture presentations. To participate in learning activities and complete assignments, you will need:
- Access to a working computer that has a current operating system with updates installed, plus speakers or headphones to hear lecture presentations (transcripts provided);
- Reliable Internet access and a USC email account;
- A current Internet browser that is compatible with Blackboard (Google Chrome is the recommended browser for Blackboard);
- Microsoft Word as your word processing program;
- Reliable data storage for your work, such as a USB drive or drop box cloud storage; and
- Computer skills that include using keyboard/mouse, accessing the Internet, sending/receiving email, creating/saving/retrieving computer files, and using word processing software.

If your computer does not have Microsoft Word, Office 365 ProPlus package is available to students free of charge and allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including tablets. Office 365 also includes unlimited cloud storage on OneDrive. To download Office 365 ProPlus, log into your student (University) email through a web browser, choose Settings (top right corner), and select software. If you have further questions or need help with the software, please contact the [DoIT Service Desk](.)

Minimal Technical Skills Required
Minimal technical skills are needed in this online course. All work in this course must be completed and submitted online through Blackboard. Therefore, students must have consistent and reliable access to a computer and the Internet. The minimal technical skills students should have include the ability to:
- Organize and save electronic files;
- Use USC email and attached files;
- Check email and Blackboard daily;
- Download and upload documents;
- Locate information with a browser; and
- Use Blackboard.

Technical Support
[Blackboard Help (http://ondemand.blackboard.com/students.htm)](http://ondemand.blackboard.com/students.htm) If you have problems with your computer, please contact the Division of Information Technology (DoIT) [Service Desk](.). The DoIT Help Desk is open Monday – Friday from 8:00 AM – 6:00 PM (Eastern Standard Time). If you are located in the Columbia, SC area, the Thomas Cooper Library at USC has computers for you to use in case you encounter computer issues/problems. If you are not located in the Columbia, SC area, most public libraries have computers for public use.

Course Communication
You are required to use your USC email account throughout this course. I will be communicating with you regarding grades and assignments. Generally, I will reply to emails within 24 hours and will provide feedback on assignments within 48 hours.

Module Schedule
Students will complete a variety of activities within each module. It is important to follow the module schedule and complete each course requirement according to the course syllabus and calendar. Each module is designed to introduce essential concepts and principles, and to enhance the students' ability to analyze, evaluate, and synthesize information, which will prepare the students for next module.

As such, it is very important that you:
- Carefully read the course syllabus;
- Check your USC email daily; and
- Monitor the announcements on the course Blackboard site.

All PowerPoint lectures, articles, videos and Topic Assignments being discussed in each module will all be made available on either the first day of class, December 30th. However, each module will close on predetermined dates.

The module close dates are as follows:
- MODULE #1-3 close at 11:59pm on January 4th
- MODULE #4-7 close at 11:59pm on January 9th
- MODULE #8-10 close at 11:59pm on January 14th
- MODULE #11-14 close at 11:59pm on January 19th

Course Requirements
- *All coursework (assignments, exams, etc.) is secured in Blackboard with a username and password.*

- ***All assignments and exams are <u>due by 11:59pm</u> (Eastern Standard Time) on the day indicated on the course calendar.***

All written assignments are required to be submitted using Microsoft Word. There are no exceptions to this rule. Documents should be proofread to avoid spelling and grammatical mistakes. Additionally, all written assignments will be evaluated based on "quality" and not simply "quantity". In addition, all written assignments should adhere to the following guidelines:
1. Spacing: one and a half;
2. Font: Times New Roman in 11 point (size);
3. Title of assignment followed by student name in next line; this should be typed in the top left corner ***(any more than this will result in a point deduction for trying to take up space)***
4. Documentation for all references and quotations using APA style
5. Accurate spelling and grammar.

Student Background (15 points): Each student will be required to complete the *"Student Background"* assignment. The purpose of this assignment is to have the instructor become familiar with the student and for students to become acquainted with one another. The breakdown of points is as follows:

- 1 points: Name;
- 1 points: Hometown;
- 1 points: Major;
- 1 points: Reason for enrolling in the course;
- 2 points: Desired career after graduation;
- 1 points: Hobbies and interests;
- 4 points: Paragraph describing why you believe "Personnel Organization and Supervision is important to your related industry"; and
- 4 points: Paragraph describing your prior "industry experience" and/or "Human Resource" experience; *these points could be related to interviewing or on-the-job experiences* (if none, describe what you wish to learn from understanding more about Personnel Organization and Supervision)

Discussion Forum Posts (10 @ 10 points each; 100 points total): Students will participate in ten online discussion forums based on relevant material within the associated module. Specific details and complete rubrics for online discussion is located within the associated module in Blackboard. Each online discussion will consist of two parts: (1) your initial post *(5 points)* and (2) your <u>one</u> responsive post to another classmate's initial post *(5 points)*. Students are expected to prepare thought-provoking initial and responsive posts in order to ensure a stimulating student discussion of the related topics. **Unacceptable** responsive posts include statements such as "I agree", "You are right", or "Good Answer". Additionally, students are expected to extend professional courtesy to their classmates when interacting with other students, making comments to others' work, and participating in discussions. Therefore, professional etiquette should be always be taken into consideration.

The video or article being discussed will be available beginning on the first day of class, December 30th. However, each discussion board does have its own due date and will close on that date. As such, it is very important that you carefully read the course calendar, check your USC email daily and monitor the announcements on the course Blackboard site.

- Initial and Responsive posts to other student initial posts should be made by *11:59pm* (Eastern Standard Time) on the date listed on the course calendar

Topic Assignments (5 @ 25 points each; 125 points total): Each student will complete five topic assignments, which relate to the topics being covered within the associated module. The topic assignments require students to conduct online research, in-field tasks, and/or case analysis. Specific details for each assignment are located under the "Topic Assignment" tab in Blackboard. Each assignment is worth 25 points, and feedback/grades will be provided within one week from the due date.

- All Topic Assignments are due by 11:59pm (Eastern Standard Time) on the date listed on the course calendar.
- *All Topic Assignments are available beginning the first day of class, December 30th. *You may work ahead but all Topic Assignments are due by the date listed on the Course Calendar.* No late submissions will be accepted

Exams (4 @ 100 points each; 400 points total): Each student is required to complete four online exams. Exams are timed, and will consist of true/false and multiple choice. Once you access an exam, you will have 90 minutes to complete it. You may not backtrack to change or review answers. You may not close the exam and revisit it at a later time. *Exam #1* covers material from Modules 1-3; *Exam #2* covers material from Modules 4-7; *Exam #3* covers material from Modules 8-10; and *Exam 4* covers material from Modules 11-14.

The PowerPoint presentations do not cover all of the material that is covered in your book. You are responsible for reading each chapter in our assigned textbook and learning that material as well (all of the information covered in your text book is testable material). All articles and videos discussed are also testable material.

Exams will be evaluated by Blackboard. Each exam is worth 100 points, is secured through Blackboard with your username and password, and is open notes/open book. Exams will **NOT BE REOPENED FOR ANY REASON**! You should take your exam on a computer that has a reliable internet connection.

To complete an exam, follow these steps:
1. Students are encouraged to use a desktop, laptop, or tablet to complete the exams.
2. Locate the link to the appropriate exam within the associated module. Click on the link to launch and complete the exam. When finished, click "Submit".
3. Check the Blackboard gradebook to verify that your exam score has been posted. If no score has been posted, contact me immediately via email. It is the student's responsibility to check the Blackboard gradebook to see that an exam score has been posted prior to the due date/time as indicated on the course calendar

Please know that your clock/watch may show a different time than that of the Blackboard system; therefore, you should complete and submit the exam 15-30 minutes prior to the deadline/cut-off time.
- All exams will open at 8am (Eastern Standard Time) on the date listed on the course calendar.
- All Exams must be completed by 11:59pm (Eastern Standard Time) on the date listed on the course calendar.

Course Grading

Syllabus Quiz	5 points
Student Background	15 points
Test 1	100 points
Test 2	100 points
Test 3	100 points
Test 4	100 points
Topic Assignments (5 @25 points each)	125 points
Discussion Forums (10 @ 10 points each)	100 points
Total:	645 points

Grading Scale

A: 100-90% (645-578pts)	B+: 89-87% (576-558pts)	B: 86-80% (557-513pts)
C+: 79-77% (512-494pts)	C: 76-70% (493-449pts)	D+: 69-67% (448-429pts)
D: 66-60% (428-384pts)	F: 59% or lower (383pts and below)	

The pass/fail option is not available for this course, as it is a required course for all HRSM students.

LATE WORK & MAKE-UP WORK
No late or make-up work is accepted. All assignments, discussions and exams must be submitted online through Blackboard by the deadline as posted on the course calendar. All required coursework is posted via Blackboard, thereby allowing students to submit coursework from any location.

BE CAREFUL: The clock on your computer may be different than the clock in Blackboard. If the clock is different by one second, you will be locked out of the assignment, quiz, or exam. Plan accordingly. I recommend that you submit your assignments, quizzes, and exams well before the 11:59 pm (Eastern Standard Time) deadline.

Disability Services: The Student Disability Resource Center (SDRC) empowers students to manage challenges and limitations imposed by disabilities. Students with disabilities are encouraged to contact me to discuss the logistics of any accommodations needed to fulfill course requirements (within the first week of the semester). In order to receive reasonable accommodations from me, you must be registered with the Student Disability Resource Center (1523 Greene Street, LeConte Room 112A, Columbia, SC 29208, 803-777-6142). Any student with a documented disability should contact the SDRC to make arrangements for appropriate accommodations.
(http://www.sa.sc.edu/sds/):

Student Success Center
In partnership with USC faculty, the Student Success Center (SSC) offers a number of programs to assist you in better understanding your course material and to aid you on your path to success. SSC programs are facilitated by professional staff, graduate students, and trained undergraduate peer leaders who have previously excelled in their courses. Resources available to you in this course may include:

- **Peer Tutoring:** You can make a one-on-one appointment with a Peer Tutor (www.sc.edu/success). Drop-in Tutoring and Online Tutoring may also be available for this course. Visit their website for a full schedule of times, locations, and courses.
- **Supplemental Instruction (SI):** SI Leaders are assigned to specific sections of courses and hold three weekly study sessions. Sessions focus on the most difficult content being covered in class. The SI Session schedule is posted through the SSC website each week and will also be communicated in class by the SI Leader.
- **Peer Writing:** Improve your college-level writing skills by bringing writing assignments from any of your classes to a Peer Writing Tutor. Similar to Tutoring, you can visit the website to make an appointment, and to view the full schedule of available drop-in hours and locations.
- **Success Consultations:** In Success Consultations, SSC staff assist you in developing study skills, setting goals, and connecting to a variety of campus resources. Throughout the semester, I may communicate with the SSC via Success Connect, an online referral system, regarding your progress in the course. If contacted by the SSC, please schedule a Success Consultation. Success Connect referrals are not punitive and any information shared by me is confidential and subject to FERPA regulations.

SSC services are offered to all USC undergraduates at no additional cost. You are invited to call the Student Success Hotline at (803) 777-1000, visit the SSC website (www.sc.edu/success), or stop by the SSC in the Thomas Cooper Library on the Mezzanine Level to check schedules and make appointments.

Writing Center: This course has many of writing assignments. The University Writing Center is an important resource you should use! It's open to help any USC student needing assistance with a writing project at any stage of development. The main Writing Center is in Byrnes 703.Library Resources
(http://artsandsciences.sc.edu/write/university-writing-center)

Library Resources: The university library has great resources for finding out how to cite materials in your projects. Remember that if you use anything that is not your own writing or media (quotes from books, articles, interviews, websites, movies – everything) you must cite the source in MLA format.
(http://library.sc.edu)

Blackboard and Technology: As a student in this course, you have access to support from the Division of Information Technology (DoIT) for Blackboard and computer issues. The service desk can be reached at 803-777-1800.
(https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/)

Counseling Services: The University offers counseling and crisis services as well as outreach services, self-help, and frequently asked questions.
(https://sc.edu/about/offices_and_divisions/student_health_services/medical-services/counseling-and-psychiatry/index.php)

Academic Integrity
You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum academic penalty of your failing the assignment, and will result in additional disciplinary measures. This includes improper citation of sources, using another student's work, and any other form of academic misrepresentation.

The first tenet of the Carolinian Creed is, "I will practice personal and academic integrity."

Below are some websites for you to visit to learn more about University policies:

Carolinian Creed (http://www.sa.sc.edu/creed)
Academic Responsibility (http://www.sc.edu/policies/staf625.pdf)
Office of Student Conduct and Academic Integrity (https://www.sa.sc.edu/academicintegrity/)
Information Security Policy and Standards
(https://sc.edu/about/offices_and_divisions/division_of_information_technology/security/policy/universitypolicy/)

Plagiarism: Using the words or ideas of another as if they were one's own is a serious form of academic dishonesty. If another person's complete sentence, syntax, key words, or the specific or unique ideas and information are used, one must give that person credit through proper citation.

Diversity and Inclusion
The university is committed to a campus environment that is inclusive, safe, and respectful for all persons, and one that fully embraces the Carolinian Creed. To that end, all course activities will be conducted in an atmosphere of friendly participation and interaction among colleagues, recognizing and appreciating the unique experiences, background, and point of view each student

brings. You are expected at all times to apply the highest academic standards to this course and to treat others with dignity and respect.

Disclaimer: The instructor reserves the right to make changes in the course syllabus, course calendar, lecture topics, and test dates with appropriate prior notification to students.

Course Calendar

Module & Topic	Assignments to Read & View	Assignments to be Completed	Due Dates (Assignments are due by 11:59pm)	Learning Minutes
Start Here Module Course Introduction	Read the syllabus			45m
		Syllabus Quiz	Mon, 12/30	30m
		Introduce Yourself	Mon, 12/30	45m
			Start Here Module Total Minutes	**120m**
Module #1 Overview and Trends of Human Resource Management	Read "Ch. 1: Managing Human Resources" (pp. 1-28)			90m
	View PowerPoint Lecture #1A			90m
	Read "Ch. 2: Trends in HR Management" (pp. 29-58)			90m
	View PowerPoint Lecture #1B			90m
	Read Discussion Article #1 "Diversity"			20m
		Article Discussion Forum Initial Post #1	Wed, 1/1	60m
		Article Discussion Forum Responsive Post #1	Wed, 1/1	60m
	Read and review emails/announcements			20m
			Module #1 Total Minutes	**520m**
Module #2 Workplace Laws and Regulations	Read "Ch. 3: Equal Employment and Safe Workplace" (pp. 61-98)			90m
	View PowerPoint Lecture #2			120m
	Topic Assignment #1 Case Studies			40m
		Write Response to Topic Assignment #1 Case Studies	Thurs, 1/2	90m
	Watch Video "Handling a Hostile Work Environment"			15m
	Watch Video "Frivolous ADA Claim???"			10m
		Video Discussion Forum Initial Post #1	Thurs, 1/2	60m
		Video Discussion Forum Responsive Post #1	Thurs, 1/2	60m
	Read and review emails/announcements			20m
			Module #2 Total Minutes	**505m**
Module #3 Analyzing Work and Designing Jobs	Read "Ch. 4: Analyzing Work and Designing Jobs" (pp. 101-130)			90m
	View PowerPoint Lecture #3			90m
	Watch Video "Virtual Workplace"			16m
		Video Discussion Forum Initial Post #2	Fri, 1/3	60m
		Video Discussion Forum Responsive Post #2	Fri, 1/3	60m
	Exam #1 Opens Saturday, 1/4 at 8am (EST)	Exam #1 (Preparation 120m; take exam 90m)	Sat, 1/4	210m
	Read and review emails/announcements			20m
			Module #3 Total Minutes	**546m**
Module #4 Recruitment Best Practices	Read "Ch. 5: Planning and Recruitment" (pp. 133-165)			90m
	View PowerPoint Lecture #4			90m
	Topic Assignment #2 "Why this Company?"			10m

Module & Topic	Assignments to Read & View	Assignments to be Completed	Due Dates (Assignments are due by 11:59pm)	Learning Minutes
		Write Response to Topic Assignment #2 "Why This Company?"	Sun, 1/5	180m
	Read and review emails/announcements			20m
		Module #4 Total Minutes		**390m**
Module #5 Interviewing Best Practices	Read "Ch. 6: Selection and Placement" (pp. 168-198)			90m
	View PowerPoint Lecture #5			90m
	Read Discussion Article #2 "Knock-Out Interview"			20m
		Article Discussion Forum Initial Post #2	Mon, 1/6	60m
		Article Discussion Forum Responsive Post #2	Mon, 1/6	60m
	Read and review emails/announcements			20m
		Module #5 Total Minutes		**340m**
Module #6 Training Employees	Read "Ch. 7: Training Employees" (pp. 201-234)			90m
	View PowerPoint Lecture #6			90m
	Topic Assignment #3 "Create a Training Exercise"			10m
		Write Response to Topic Assignment #3 "Create a Training Exercise"	Tues, 1/7	120m
	Read and review emails/announcements			20m
		Module #6 Total Minutes		**330m**
Module #7 Developing Employees	Read "Ch. 8: Developing Employees for Future Success" (pp. 237-267)			90m
	View PowerPoint Lecture #7			90m
	Topic Assignment #4 "Personality Assessment"			30m
		Write Response to Topic Assignment #4 "Personality Assessment"	Wed, 1/8	100m
	Exam #2 Opens Thursday, 1/9 at 8am (EST)	Exam #2 (Preparation 120m; take exam 90m)	Thurs, 1/9	210m
	Read and review emails/announcements			20m
		Module #7 Total Minutes		**540m**
Module #8 High Performance Work Organizations and Company Culture	Read "Ch. 9: High Performance Organizations" (pp. 271-299)			90m
	View PowerPoint Lecture #8			90m
	Watch Video "AllState: Integrating Business and People"			16m
	Watch Video "Google Company Culture"			7m
	Watch Video "Zappos Company Culture"			12m
		Video Discussion Forum Initial Post #3	Sat, 1/11	60m
		Video Discussion Forum Responsive Post #3	Sat, 1/11	60m
	Read and review emails/announcements			20m
		Module #8 Total Minutes		**355m**
Module #9 Employees' Performance	Read "Ch. 10: Managing Employees Performance" (pp. 301-334)			90m
	View PowerPoint Lecture #9A			90m

Module & Topic	Assignments to Read & View	Assignments to be Completed	Due Dates (Assignments are due by 11:59pm)	Learning Minutes
	Read " Ch. 11: Separating and Retaining Employees" (pp. 337-367)			90m
	View PowerPoint #9B			90m
	Read Discussion Article #3 "Monitoring Employees Social Media"			30m
		Article Discussion Forum Initial Post #3	Sun, 1/12	60m
		Article Discussion Forum Responsive Post #3	Sun, 1/12	60m
	Read and review emails/announcements			20m
Module #5 Total Minutes				**530m**
Module #10 Pay Structures	Read "Ch. 12: Establishing a Pay Structure" (pp. 371-400)			90m
	View PowerPoint #10			90m
	Read Discussion Article #4 "Raising Minimum Wage"			30m
		Article Discussion Forum Initial Post #4	Mon, 1/13	60m
		Article Discussion Forum Responsive Post #4	Mon, 1/13	60m
	Exam #3 Opens Tuesday, 1/14 at 8am (EST)	Exam #3 (Preparation 120m; take exam 90m)	Tues, 1/14	210m
	Read and review emails/announcements			20m
Module #6 Total Minutes				**560m**
Module #11 Developing Employees	Read "Ch. 13: Recognizing Employee Contributions with Pay" (pp. 403-427)			90m
	View PowerPoint #11			90m
	Topic Assignment #5 "Millennials and Motivation"			10m
		Write Response to Topic Assignment #5 "Millennials and Motivation"	Wed, 1/15	120m
	Read and review emails/announcements			20m
Module #6 Total Minutes				**330m**
Module #12 Employee Benefits	Read "Ch. 14 Employee Benefits" (pp. 430-464)			90m
	View PowerPoint #12			90m
	Read Discussion Article #5 "Benefits and the Changing Labor Force"			30m
		Article Discussion Forum Initial Post #5	Thurs, 1/16	60m
		Article Discussion Forum Responsive Post #5	Thurs, 1/16	60m
	Read and review emails/announcements			20m
Module #12 Total Minutes				**350m**
Module #13 Labor Relations	Read "Ch. 15 Collective Bargaining and Labor Relations" (pp. 467-500)			90m
	View PowerPoint #13			90m
	Watch Video "Walmart Union Video-Pros"			10m
	Watch Video "Walmart Union Video-Cons"			15m
		Video Discussion Forum Initial Post #4	Fri, 1/17	60m
		Video Discussion Forum Responsive Post #4	Fri, 1/17	60m

Module & Topic	Assignments to Read & View	Assignments to be Completed	Due Dates (Assignments are due by 11:59pm)	Learning Minutes
	Read and review emails/announcements			20m
			Module #13 Total Minutes	**345m**
Module #14 Managing HR Globally	Read "Ch. 16 Managing Human Resources Globally" (pp. 503-537)			90m
	View PowerPoint #14			90m
	Read Discussion Article #5 "10 Biggest Blunders"			30m
		Article Discussion Forum Initial Post #6	Sat, 1/18	60m
		Article Discussion Forum Responsive Post #6	Sat, 1/18	60m
	Exam #4 Opens Sunday, 1/19 at 8am (EST)	Exam #4 (Preparation 120m; take exam 90m)	Sun, 1/19	210m
	Read and review emails/announcements			20m
			Module #14 Total Minutes	**560m**
		Undergraduate Students – Total Minutes of Work Required for Semester		**6,321m**