MGMT 3621: Human Resource Management Course Syllabus
Summer 2023 ONLINE

Instructor Contact Information

Instructor: Emily Lane
Email: laneem@umsl.edu
Office: 350G JC Penney North
Phone (Mobile): (314) 578-7514
Phone (Office): (314) 516-6297

Office Hours

Via Zoom on June 13th, 20th, & 27th (Tuesday) evenings from 7:00 – 8:00pm. During Week 4, office hours are by appointment because of the July 4th holiday. I am available at other times by appointment. Please feel free to text or call me at 314-578-7514.

Communication Expectations

I encourage all students to contact me for any issues regarding the class, semester, etc. Here are a few rules/guidelines to optimize communication:

1) Email either through Canvas or Outlook (laneem@umsl.edu):

    a. You must list the course and section # (for example, MGMT 3621). If you are emailing me regarding an assignment, put the assignment title in the subject line

    b. You must save a copy of the email in your Sent Files; this is in case I don't receive it.

2) Phone Calls via Cell (314-578-7514)

    a. Please feel free to call me via my mobile number.

    b. I turn my cell to quiet after 9pm – so leave a message – and I don't like late phone calls (emergencies are the exception). However, I am often on the computer late at night and have no problem returning emails late at night.

    c. If I don't answer the phone, please leave a message with your return phone number and why you are calling. Hint: I often cannot answer the phone fast enough before it

goes to voice mail, so try calling me again. If I don't answer the phone on your second call – please leave a message with your return phone number and the reason why you are calling.

3) Returning your emails/phone calls: I will do my best to return your phone call/email within 36 hours. If I have not, please call or email me again.

4) Virtual Face-to-Face via Zoom: During pre-set Virtual Office Hours or By Appointment

Please note: Your University email is my official communication method. I expect that you will check your email regularly for course-related communications. Per University of Missouri policy, third-party emails (including those sent from Gmail or alternative work/school accounts) cannot be used for course communication.

Course Introduction

Course Description

In-depth examination of selected human resource management issues from a contemporary manager's viewpoint. Topics examined include employee selection, performance appraisal, training and development, compensation, legal issues, etc.

Prerequisites: Junior standing, 2.0 overall GPA, and a C- in MGMT 3600
Credit Hours: 3

Course Objectives

- Demonstrate an understanding of key terms, theories/concepts, and practices within the field of HRM as measured by performance on course exams and Connect assignments.
- Demonstrate competence in development and problem-solving in HR Management as measured by performance on the Case Study Analysis Paper and related discussion boards.
- Provide innovative solutions to problems in the fields of HRM as measured by performance on the Case Study Analysis Paper and related discussion boards.

Course Format

This is a 4-week online course during which the same amount of material as in a regular 16-week semester will be covered.

This course operates in the Central time zone. If you live in a different time zone, please go to your Canvas Profile to set the time zone to your local time.

Time Requirements

If this course were offered on campus, you would be in class 2.5 per day/4 days per week for four weeks plus travel time. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each day **and the time it takes** to read the necessary materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of **6 hours every day** (up to 30 hours per week) on activities related to this course. If you are worried about your preparedness, consider taking the Online Readiness Survey to help you decide if an online course is right for you.

Course Materials and Library Resources

Textbook

Required E-Textbook with Connect

Noe, *Fundamentals of Human Resource Management*. ISBN 9781265417093. AutoAccess cost $113.55.

See the course Canvas site for AutoAccess instructions.

Library Resources

See UMSL's Distance Students Guide for help using library resources. You can also select the "Library Resources" link from the Canvas course site navigation.

Technical Requirements & Support

Minimum Technology Requirements

At a minimum, you will need the following software/hardware to participate in this course:

- Computer with an updated operating system (e.g., Windows, Mac, Linux)
- Stable DSL, cable Internet connection, or connection speed that is no less than 6 Mbps.
- Updated Internet browser (Google Chrome or Mozilla Firefox preferred)
- A minimum processor speed of 1 GHz or higher is recommended.
- Adobe Reader or alternative PDF reader (free)
- A webcam and microphone are **highly recommended for Zoom appointments.**

Minimum Technical and Digital Information Literacy Skills

To succeed in this course, you should be able to do the following:

- Download documents from the course Canvas site.
- Create, edit, and save Word, Excel, and PowerPoint documents.
- Use peripheral computer components, including speakers, webcams, and microphones.
- Download and install software on your personal computer and/or install apps on your mobile devices.
- Perform basic functions within Canvas
- Use online libraries and databases to locate and gather appropriate information.
- Use online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters
- Properly cite information sources

> **If this is your first online course, it is recommended that you log into Canvas and complete the [Canvas Online Course Overview](#) listed in your Canvas course list.** If you have already completed the orientation, you do not have to retake it, but you can refer to it for helpful tutorials about the technologies used in this course.

Respondus LockDown Browser

This course requires the use of LockDown Browser for all four online exams. See the course Canvas site for detailed instructions for downloading and installing the LockDown Browser and links for technical assistance.

> Please contact me ASAP if your hardware does not support the Respondus Lockdown Browser. For example, Respondus Lockdown Browser does not work with a Chromebook but does work with an IPad.

To take an online exam, start LockDown Browser and navigate to the exam. (You cannot access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF)

Finally, when taking an online exam, follow these guidelines:

- Select a location where you will not be interrupted
- Before starting the exam, know how much time is available for it and that you have allotted sufficient time to complete it
- Please turn off all mobile devices, phones, etc., and do not have them within reach
- Clear your area of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the exam
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the exam until all questions are completed and submitted

Technical Support

If you have computing problems, you must address them through the ITS Helpdesk (helpdesk@umsl.edu) or use campus computing labs.

If you are struggling with a technology tool in Canvas, you can visit the Canvas Student Guides, which have overviews of each tool and tutorials on how to use them.

Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, get help in solving it immediately.

Assessments and Grading

Overview of Assignments

Assignments in this course are weighted as follows:

Assignment	Percentage
Exams 1	19
Exam 2	19
Exam 3	19
Exam 4	19
Case Study Paper	15
Discussions	1
Connect Assignments	8

Upon completing these Exams, Case Study Paper, Discussion Boards, Connect Assignments, and the Learning of the Associated Human Resource Management Material, you will be ready to move on to higher-level courses related to studying Human Resource Management Concepts and management-related internship or practicum.

Exams
Each test consists of 80 multiple-choice questions. You will have a 3-day window to take your exams online utilizing the Respondus LockDown Browser. An assigned test will not be available after the Testing Window closes. If you have a conflict with scheduled test dates, you may take the test earlier than the scheduled dates (see Taking the Exam Early section below).

Your exams must be completed during the allotted time period and without the aid of books, notes, or other students. Allocate approximately 1 minute per multiple-choice question to complete the exam. The exam must be taken online from start to finish. Please do not download the test to take it or distribute it to anyone. The statistics featured in Canvas will be monitored for violations of these requirements, and reports of academic dishonesty will be sent to the Office of Academic Affairs.

Case Study Paper

See the Case Study Information on the course Canvas site for details.

Paper Late Penalties: -5 points per late day. No late papers are accepted after 11:59pm Monday, 7/10/23, because Final Grades are to be submitted by Tuesday (7/11/23) evening.

Discussions

There are four discussion boards associated with the assigned Case Study Paper. Each discussion board is associated with a section of the case study paper. The class is divided into groups so that each group can reply to group members' discussion board responses and share information regarding the case study paper assignment. Each discussion board response is due by 11:59 pm each Wednesday of the semester. Use the discussion boards as opportunities to discuss the case study and establish a rough draft of your final case study paper.

Please note: I do NOT accept late discussion boards!

Connect Assignments

There are 6 Connect Assignments for Exam 1 and 8 Connect Assignments per Exams 2, 3, & 4 (1 Set = 2% Grade) for a total of 30 Connect Assignments (4 Sets of Connect Assignments = 8% Grade). You must attempt at least one item or section in each Connect; you DO NOT have to complete a Connect Assignment; just attempt something in the assignment. **I am only grading attempts, not how well you do on each assignment.** Each Set of Connect Assignments is due by 11:59 pm on the associated Exam's due date (i.e., by 11:59 pm on the last day of the associated testing window. Because you earn 100% credit just for attempting 1 item in a Connect Assignment, I do not accept late Connect Assignments. So once the due time/date has passed, the associated Connect Assignments are no longer available. **Please note: I do NOT accept late Connect Assignments.**

Grading Scale

The following is the grading scale for the course. Please note: the minus grades are for borderline grades. Please do not ask me to round up or adjust grades just because you are close to another letter grade. Adjusting grades without a legitimate reason is unfair to other students in the course.

Grade	Percentage	GPA
A	90–100	4.0
A–	89-89.99	3.7
B+	86-88.99	3.3
B	80–85.99	3.0
B–	79-79.99	2.7
C+	76-78.99	2.3
C	70–75.99	2.0
C–	69-69.99	1.7
D+	66-68.99	1.3
D	60–65.99	1.0
D–	59-59.99	0.7
F	0–58.99	0

Feedback and Grading Timeline

Because Exams are online, Exam grades should be available immediately after submitting the exam. A Connect Assignment is 100% if one attempts the assignment. The day after the Exam Window closes, I will adjust attempted Connect Assignments associated with that Exam Module to 100%. Once the Exam Window closes, the associated Connect Assignments are not available for completion. **That is, late Connect Assignments are *not* accepted**. The Discussion Boards will be graded no later than the next Sunday, which will be the start of the next week of the semester. The Case Study Paper will be graded by the Tuesday after the Case Study Paper's due date.

If I am delayed in returning graded work, I will inform you through Canvas announcements or email.

How to Succeed in This Course

The course material comprises recorded chapter lectures, PowerPoints, Connect Assignments, and an HR-related Case Study. The recorded lectures, PowerPoints, and Connect Assignments are grouped into the associated Exam Module, which has a period of one week for the 4-week semester. At the beginning of the semester, you can access all of the related lecture recordings, PowerPoints, Connect Assignments, and Case Study-related Discussion Boards. The actual Exams will be available during the associated testing window in the associated Exam/Week Module. Given that there are four weeks to the semester and four exams, there are 4 Exam Modules (one exam module per week of the 4-week semester).

When studying for an exam, you are required to learn the Human Resource Management material associated with each chapter, including but not limited to the key terms, bolded and italicized words and concepts, theories, etc., as found in the e-book "Fundamentals of Human Resource Management" by Noe. This e-book is your textbook. You may access this e-book through the Connect LearnSmarts per chapter (i.e., the "smart" chapters provided by the publisher and accessed through Connect) by accessing the e-book via your Connect student library (via Connect). You are expected to learn the concepts as well as recognize & apply this information on the exams, the case study analyses, and the Connect assignments. Traditional methods of studying are also helpful: outlining chapters, flashcards of key terms, concepts, etc., taking detailed notes while listening to the recorded lectures, etc. Also, learning through repetition and overlearning can be extremely helpful when studying for exams.

Class Policies

Taking Exams Early

If you have a conflict with scheduled test windows, you may take the test earlier than the scheduled test dates:

- **You are responsible for getting my approval!**
- **Arrangements with me can be made to take exams earlier than scheduled,** usually 1 or 2 days before. If you need to take an exam early, please let me know the first 2-3 days of this intersession. Please remember: if I do not know you need to take the exam early, it will not be available when needed.

Participation Policies

Attendance Policies
- "Attendance-in-class" for online courses is determined by participation in an "academically related activity," i.e., submission of an assignment, assessment, or discussion forum posting. The last day of attendance is the last day a student academically participates in the online course.
- Documentation that a student has logged into an online class is insufficient in demonstrating academic attendance.

Expectations for Participation
- It is vitally important that our classroom environment promotes the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions, whether in class or online. Please speak with me before recording any class activity. It violates the University of Missouri policy to distribute such recordings without my authorization and the permission of others registered.
- I will not respond to each post but will be monitoring each discussion. **(Please Note: not all online classes will have online discussion boards. Please refer to the Course Schedule for any Online Discussion Dates.)**
- Your success in this course will heavily depend on your ability to communicate, engage, and participate in all course activities. Completing this course requires that a student keep up with all assignments, coursework, and discussions. Timely participation in online discussions is an essential part of this course, and participation in these discussions and other activities as assigned is not optional. You are expected to prepare and post to discussions promptly, consistent with the requirements contained within the course syllabus. **(Please Note: not all online classes will have online discussion boards. Please refer to the Course Schedule for any Online Discussion Dates.)**
- You must notify the instructor within that class module or discussion week if you cannot participate in the scheduled class activity or discussions. **An unexcused failure to engage or**

participate in the class will be counted as an absence; unexcused absences may result in failure. The instructor reserves the right to make a judgment to accept and/or make–up assignments missed because of failed participation in the course activities.

Online Discussion Protocol

- Participation in the course should maintain a [positive work and learning environment](#), as outlined in the UM Collected Rules & Regulations, 330.080.
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences or one short paragraph and a maximum of two paragraphs.
- Responses should be professionally written with proper punctuation, spelling, and grammar.
- Avoid short one-word postings, for instance, "I agree," unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings lacking supporting evidence or presenting incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper "[netiquette](#)."

Preferred Citation Format

Please Utilize APA or MLA formatting for papers and citations. See the [UMSL Libraries Guide on Citing Sources](#) for further assistance.

UMSL Support & Policies

Please select Support & Policies in your course navigation menu for additional details, plus links to UMSL campus resources.

Essential Semester Dates

See the Summer Semester Calendar for key dates for Session 2 (4-Week Session) June 12–July 8, 2022.

Academic Integrity

See the Student Conduct & Academic Integrity office website for the complete campus policy on [Academic Integrity](#).

- You are responsible for being attentive to and observant of University policies about academic honesty as stated in the [University's Campus Policies](#) and [Code of Student Conduct](#) found in the UMSL Bulletin

- Academic dishonesty is a serious offense that may lead to [probation, suspension, or dismissal from the University](#). One form of academic dishonesty is plagiarism – using an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by using any unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work, or engaging in any behavior expressly prohibited by the faculty member (e.g., copying someone else's answers on tests and quizzes). The unauthorized possession or distribution of academic materials is another type of academic misconduct. It includes the unauthorized use, selling, or purchasing of examinations or other literary work, using or stealing another student's work, unauthorized entry or use of the material in a computer file, and using information from or possessing exams that an instructor did not authorize for release to students. Falsification is an untruth, either verbal or written, in one's academic work. Facilitation is knowingly assisting another to commit an act of academic misconduct. **Plagiarism, cheating, and falsification are not acceptable.**

- All instances of academic dishonesty will be reported to the Office of Academic Affairs. , They will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course. The campus process regarding academic dishonesty is [described in the "Policies" section of the Academic Affairs website](#)

- Plagiarism (using another person's words or ideas without crediting that person) and cheating will not be tolerated. They may lead to failure on an assignment or class and dismissal from the University, per the [UMSL academic dishonesty policy](#).

- Students are responsible for being attentive to and observant of campus policies about academic honesty as stated in the [University's Student Conduct Code](#).

Access, Disability, and Communication

This University abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), which stipulate that no student shall be denied education benefits solely because of a disability. Disabilities covered by law may include, but are not limited to, learning disorders, attention deficit disorders, hearing loss, vision loss, or mobility impairments. If you have a disability that may impact your work in this class for which you may require accommodations, please contact the [Disability Access Services (DAS)](#) office as soon as possible. Information about your disability is confidential.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554

Additional UMSL Student Resources

See [UMSL Student Resources](#) for links to the following:

- MyGateway Student Portal
- Campus Calendar
- Triton Store
- Financial Aid
- Student Conduct Policy
- Health, Counseling, and Disability Access Services
- Diversity, Equity, and Inclusion
- Libraries
- Writing Center

Course Schedule

Please Note: Any changes to due dates will be communicated via Announcements. So please make sure you keep up with the announcements.

Week	Readings	Due Dates	Testing Window
Week 1: Foundations of HRM (6/11–6/17)	• Chpt 1: Managing Human Resources • Chpt 2: Trends in Human Resource Management • Chpt 3: Providing Equal Employment Opportunity and a Safe Workplace	Discussion Board #1 due Wednesday 6/14/23 All 6 Connect Assignments (2% Grade) for C. 1 – 3 MUST be completed by 11:59 pm Sat. 6/17/23	Testing Window: 12:00am Thurs. (6/15/23) – 11:59pm Sat. (6/17/23)
Week 2: Acquiring, Training, and Developing Employees (6/18–6/24)	• Chpt 4: Analyzing Work and Designing Jobs • Chpt 5: Planning for and Recruiting Human Resources • Chpt 6: Selecting Employees and Placing Them in Jobs • Chpt 7: Training Employees	Discussion Board #2 due Wednesday 6/21/23 All 8 Connect Assignments (2% Grade) for C. 4 – 7 MUST be completed by 11:59 pm Sat. 6/24/23	12:00am Thurs. (6/22/23) – 11:59pm Sat. (6/24/23)
Week 3: Assessing and Improving Employee Performance (6/25–7/1)	• Chpt 8: Developing Employees for Future Success • Chpt 9: Creating and Maintaining High-Performance Organizations • Chpt 10: Managing Employee's Performance • Chpt 11: Separating and Retaining Employees	Discussion Board #3 due Wednesday 6/28/23 All 8 Connect Assignments (2% Grade) for C. 8 – 11 MUST be completed by 11:59 pm Sat. 7/1/23	12:00am Thurs. (6/29/23) – 11:59 pm Sat. (7/1/23)

Week	Readings	Due Dates	Testing Window
Week 4: Compensating Employees and Meeting Other HR Goals (7/2–7/8)	• Chpt 12: Establishing a Pay Structure • Chpt 13: Recognizing Employee Contributions with Pay • Chpt 14: Providing Employee Benefits • Chpt 16: Managing Human Resources Globally	Discussion Board #4 due Wednesday 7/5/23 All 8 Connect Assignments (2% Grade) for C. 12-14, & 16 MUST be completed by 11:59 pm Sat. 7/8/23 Case Study Paper: due by 11:59 pm Saturday (7/8/23)	12:00am Thurs. (7/6/23) – 11:59 pm Sat. (7/8/23)