MGT317 Human Resource Management
(3 credit hours)
Course Syllabus

What's This Course About? (Description)

A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.

Where are We Going? (Course Outcomes)

By the end of this course, you will be able to:

1. Identify the role of the Human Resources functions in organizations

2. Determine how Human Resources issues affect every manager in an organization

3. Analyze and apply processes and procedures surrounding employment

4. Evaluate health and wellness issues in organizations

5. Identify global and ethical issues in Human Resources Management and how it affects organizations.

Prerequisite

MGT201

What Are the Required Textbook(s) and Resources?

For this course a digital copy of your textbook is included with your DragonACCESS fees. Use the DragonACCESS tool in Moodle to view your book.

Martocchio, J. J. (2019). *Human Resource Management* (15th Ed.). Harlow: Pearson Education Limited.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the Tiffin University Library. You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the Library Events - Upcoming Events web page. For further assistance email a librarian, at: library@tiffin.edu.

Learning Activities

During your seven weeks in this course, you will have weekly posts and writing assignments. Along with those weekly assignment, in Week 6 you will have a significant project due which is your PowerPoint presentation. This presentation will include your results from a Personality Test.

Key Assessment (Taskstream Submission)

This TU course features a "Key Assessment" that provides you the opportunity to demonstrate your program's core competencies. It also shows how the course fits within the broader curriculum. For this course, the key assessments are your PowerPoint presentation and your Summary Paper which are in Week 6 and Week 7, respectively.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussion	50	50	50	50	50	25	25	**300**
Assignment	50	50	50	50	50	50	50	**350**
Project	-	-	-	-	-	175	-	**175**
Summary Paper	-	-	-	-	-	-	175	**175**
Total	**100**	**100**	**100**	**100**	**100**	**250**	**250**	**1000**

Grading Scale

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Please see the Academic Bulletin for grade appeal information.

Course Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Week 1: Business Ethics and Workplace Diversity	❏ WED: Activity 1.1 (Forum): Meet Your Classmates ❏ WED: Activity 1.2 (Forum): Corporate Branding – Initial Post ❏ WED: Activity 1.3 (Forum): Social Responsibility – Initial Post ❏ SAT: Activity 1.2 (Forum): Corporate Branding – Secondary Posts ❏ SAT: Activity 1.3 (Forum): Social Responsibility – Secondary Posts ❏ SUN: Activity 1.4: So, What's Affirmative Action
Week 2: Staffing	❏ WED: Activity 2.1 (Forum): Meyers-Briggs Personality Test Overview – Initial Post ❏ WED: Activity 2.2 (Forum): Matching – Initial Post ❏ SAT: Activity 2.1 (Forum): Meyers-Briggs Personality Test Overview – Secondary Posts ❏ SAT: Activity 2.2 (Forum): Matching – Secondary Posts ❏ SUN: Activity 2.3: A Matter of Priorities
Week 3: Performance Management and Training	❏ WED: Activity 3.1 (Forum): Performance Appraisals – Initial Post ❏ WED: Activity 3.2 (Forum): E-Learning – Initial Post ❏ SAT: Activity 3.1 (Forum): Performance Appraisals – Secondary Posts ❏ SAT: Activity 3.2 (Forum): E-Learning – Secondary Posts ❏ SUN: Activity 3.3: There's No Future Here
Week 4: Compensation	❏ WED: Activity 4.1 (Forum): Incentive Compensation – Initial Post ❏ WED: Activity 4.2 (Forum): Comparing Compensation – Initial Post ❏ SAT: Activity 4.1 (Forum): Incentive Compensation – Secondary Posts ❏ SAT: Activity 4.2 (Forum): Comparing Compensation – Secondary Posts ❏ SUN: Activity 4.3: Flextime

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Week 5: Employee Issues	❏ WED: Activity 5.1 (Forum): Unionization – Initial Post ❏ WED: Activity 5.2 (Forum): Disciplinary Actions – Initial Post ❏ SAT: Activity 5.1 (Forum): Unionization – Secondary Posts ❏ SAT: Activity 5.2 (Forum): Disciplinary Actions – Secondary Posts ❏ SUN: Activity 5.3: To Heck With Them
Week 6: Employee Wellness, Health, and Safety	❏ WED: Activity 6.1 (Forum): Stress – Initial Post ❏ SAT: Activity 6.1 (Forum): Stress – Secondary Posts ❏ SUN: Activity 6.2: A Commitment to Safety ❏ SUN: Activity 6.3: Power Point Presentation
Week 7: HRM in a Global Environment	❏ WED: Activity 7.1 (Forum): Global Organizations – Initial Post ❏ SAT: Activity 7.1 (Forum): Global Organizations – Secondary Posts ❏ SUN: Activity 7.2: Was There Enough Preparation ❏ SUN: Activity 7.3: Summary Paper on Meyer-Briggs

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

Your Instructor Will Expect You to:

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.

- Monitor your TU email account **daily** for important updates and announcements.

- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:

- Fully participate in all learning activities.
- Complete assignments as described in rubrics or other instructions.
- Submit all work on time and in the specified format (e.g., APA format for citations).
- Utilize and incorporate instructor provided feedback to improve your work.
- Ask questions so you can better understand course material or assignments.
- Use the highest standards of intellectual honesty and integrity. For details, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).
- Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

You Should Expect Your Instructor to:

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.

- Maintain an active and engaged presence in all course activities and throughout the course.

- Respond to your emailed questions within 48 hours, if not sooner.

- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."

- When grading your work:
  - clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),
  - thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and
  - provide constructive feedback on the strengths and weaknesses of your work with suggestions on how you can improve your performance on future assignments.

- Advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

Accommodations (Disability Services)

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990. If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity via email at disabilityservices@tiffin.edu or by calling 419-448-3021.

Technical Support

For Moodle support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200 (3430, Option 2, from on-campus). For non-Moodle support, contact the Tiffin University ITS helpdesk at the number above or submit a support ticket.

Veterans

The Veteran and Military Resource Center assists veterans, active Military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. More information can be found on the Veteran and Military Resource Center website, at http://www.tiffin.edu/va.

Additional Support

If you need to consult an academic advisor refer to TU's Meet the Team page. For information about TU's peer tutoring program see the Murphy Center's Tutoring Policies and Procedures page.

Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at online@tiffin.edu.