Course: MGMT 3320.W01 – Concepts of Human Resource Management
Prerequisites: MGMT 3312 and Junior Standing or above.


You may use the following website link to purchase an ebook:
http://www.coursesmart.com/IR/1615928/97811133604518?__hdv=6.8

You can also purchase access to the Online Study Center when you purchase your textbook. Used textbooks will not have an access key. Access to the site is not required for the course.

Instructor: Dr. Wingfield
Time and Location: Course delivery online

Office: OCNR 317
Office Hours: M-F available on-line in Blackboard. Or by appointment

Phone: 825-5560
Email: Preferred email – use the email/messenger function in Blackboard for this course. TAMU-CC email address is sue.wingfield@tamucc.edu

Course Description:
This course is a study of policies, procedures and strategies for human resource management. Topics include recruitment, selection and utilization of employees, human resource planning, the law and HR, employee appraisal and compensation systems, and an introduction to labor relations.

Learning Objectives:
Students will obtain a(n):
- Understanding of how the Human Resource function contributes to the success of an organization.
- Basic knowledge in the following functional areas: HR planning, recruitment, selection, appraisal, compensation and labor relations.
- Basic understanding of the Federal legislation guiding employment practices in the work place.
- The ability to interpret and analyze data to make decisions and form conclusions about the appropriate actions that HR should take in different situations.
**Relationship to Other Coursework:**
MGMT 3320 is the introductory course in Human Resource Management for undergraduate students. It defines the field and introduces the various human resource activities and ties them to the other management content courses like organizational behavior, motivation and leadership, multinational management and administrative strategy and policy.

**Criteria for Evaluation:**
- Best 3 of 4 Exams – 205 points each (3 exams & final exam) 615 points
  (Grade will be based on the best 3 grades on the 4 exams)
- Required Class Discussions
  (15 points each, Chapter 12 is worth 10 points) 190 points
- Quizzes
  (15 points each – one quiz will count as extra credit) 195 points
Total 1000 points

**NOTES:** No make-up exams will be given. If a student misses an exam, he or she will be required to take the comprehensive final exam to replace the missing exam grade. Quizzes cannot be made up. The lowest three quiz scores will be dropped.

**Technology Issues:** Due to the possibility of unforeseen circumstances, such as technical difficulties with online submission and delivery, or personal situations, you are encouraged to complete exams, discussions, and quizzes in time to rectify any problems before the deadlines. PLEASE MAKE SURE you follow the directions on Blackboard to prepare your computer. This preparation will help you avoid most technical problems.

MOST OF THE TIME requirements for this course must be submitted by 11:55 p.m. on the due date (please review the course calendar in the syllabus and on Blackboard to confirm due dates). IF YOU WAIT until the last minute to complete a course requirement (Exam, Quiz, Discussion) and experience technical difficulties you will likely NOT be able to reach Dr. Wingfield for resolution of problems occurring so late in the evening and so close to the deadline.

AGAIN, do not WAIT until the last minute to complete requirements for the course. Exams will be available for one week prior to the due date and can be completed anytime during this week until the due date for the exam. Quizzes will be available starting the first day of class and can be completed until the due date for the quiz. Class discussions will be available from the first day of the semester and can be completed until the due date for the discussion. PLEASE NOTE: A student’s responses to exams or quiz questions and exam or quiz scores will not be available to the student until after the due date for the exam or quiz.

**Grading Scale:**
Grades will be awarded according to the following distribution:
- A ....... 90% OR ABOVE
- B ....... 80% - 89.9%
- C ....... 70% - 79.9%
- D ....... 60% – 69.9%
- F ....... 59.9% OR BELOW
**Dropping this Course:**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation in the class WILL NOT automatically result in your being dropped from the course; you will receive a grade for the course unless you initiate the drop process.

The last day to drop a course with an automatic grade of “W” is Friday, July 25th.

**Exams:**
Three exams and a comprehensive final will be given in this course. Exams will be multiple-choice. Students are responsible for all material covered in the lecture notes and other information posted on Blackboard, the textbook, PowerPoint, and exercises. Students must complete exams during the assigned time frame.

Each exam is worth 205 points, but has 10 bonus points built into the test. A student has the potential to score 215 out of 205 points (10 points of extra credit or over 100% on each exam).

Exams will be delivered using Blackboard and must completed using the Respondus LockDown Browser. Use the following link to download the LockDown Browser http://www.respondus.com/lockdown/information.pl?ID=797913747. To take an exam you must first open the LockDown Browser, then log into Blackboard and finally open the exam.

No make-up exams will be given. The best three grades out of the four exams (three exams and the final exam) will be used to calculate the student’s final grade in the course.

All exams are timed; once you begin an exam you have 90 minutes to complete it. You cannot exit the exam and return to it at a later time. If you have not submitted the exam, Blackboard will submit the exam for you. Be aware that responses you have not saved will not be submitted when Blackboard forces the submission of the exam. A student’s responses to exam questions and the student's score on the exam will not be available to the student until after the due date for the exam.

It is assumed that all exams will be taken by the person to receive credit, and assistance in answering questions will be neither sought nor received. Anything less than this will be considered Academic Misconduct and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog. A student’s responses to exam questions and Exam score will not be available to the student until after the due date for the exam.

**Quizzes:**
Quizzes are utilized to encourage students to complete assigned reading in a timely manner. Quizzes will be given on a regular basis over material in assigned readings and will be delivered
via Blackboard. **Quiz 3 will require the use of the Respondus LockDown Browser discussed in the Exam Section of this Syllabus.**

All the quizzes will be available at the beginning of the semester. Quizzes have an allotted time of 20 minutes. If you have not submitted the quiz in the allotted time Blackboard will submit the quiz for you. **You cannot exit a quiz and return to it at a later time.** No make-up quizzes will be given.

**It is assumed that all exams and quizzes will be taken by the person to receive credit, AND ASSISTANCE IN ANSWERING QUESTIONS WILL BE NEITHER SOUGHT NOR RECEIVED.** Anything less than this will be considered Academic Misconduct and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog.

The first quiz covers material in the syllabus, notes in Blackboard and assignment guidelines. Please read the syllabus and instructions on Blackboard prior to taking this quiz. You must pass this quiz with a score of 100%. You may take the quiz as often as necessary to accomplish this requirement. Although it shows the score, the syllabus quiz does not count in the final grade. **Once you have successfully passed the syllabus quiz you will have access to the other components of the course.** You will not be able to take quizzes until you have successfully completed the syllabus quiz with a score of 100%

**Students are required to participate in on-line class discussions for each chapter covered in the course in order to receive credit for the quiz due for that chapter.** Participation in the class discussion pertaining to the chapter being tested is required—students must provide a thoughtful, professional response to the topic AND respond to two other students' posts in order to receive credit for participation (see requirements below). **Don't forget to maintain a business style of writing.**

The Total Quiz Grade will be based on all 14 quizzes. Each quiz is worth 15 points. Quizzes are worth 195 points total toward your final grade. One quiz grade will be considered as Extra Credit. This provides students with the opportunity to earn 210 total points (15 extra credit points) on quizzes or more than 100% on this portion of their grade. **A student’s responses to quiz questions and the student's quiz score will not be available to the student until after the due date for the quiz.**

**Class Discussions:** In order to receive credit for each chapter quiz, students must participate in the Required Class Discussion in Blackboard for that chapter. Students must complete the exercise and respond to the questions, providing a thoughtful, professional response AND respond to at least two other students' posts in order to earn credit for participation. The student’s original post must be a minimum of 200 words, and responses to two other students' posts must be a minimum of 70 words (don’t forget to maintain a business style of writing). **If a student includes the discussion questions in his or her original post the questions will not count toward the 200 word minimum requirement.** Participation in the class discussions is mandatory. **If a student does not participate in the REQUIRED CLASS DISCUSSION for a particular chapter the student will earn a “0” for that chapter’s quiz (the student’s grade will be changed to a zero (0)).**
If a post does not meet the minimum length requirement, the post will earn ONE (1) point. Deductions will also be made for posts that: do not address the topic clearly; are difficult to read due to lack of organization or poor writing skills; or contain typos. Please provide thoughtful, organized, professional responses. The Required Class Discussions are worth 15 points each, except Chapter 12 which is worth 10 points. A Rubric for grading the Required Discussions is posted in Week 1 Requirements in Blackboard and may be reviewed in the My Grades Tab of Blackboard after a discussion has been graded.

You may also participate in the EXTRA CREDIT DISCUSSIONS to receive extra credit in the course. These Extra Credit Discussions are available during the semester and must be completed by the Due Date on the course calendar. You must complete these discussions during the semester, they will NOT be available after the due date for the discussion.

Communication with Dr. Wingfield:
Please use the BbMessages function in Blackboard to contact Dr. Wingfield. This is the best form of communication as it will not “get lost” in the campus email SPAM.

It is very important to me to be available to answer your questions and concerns. Please do not hesitate to contact me. I will be available during my posted office hours (in person, by phone, or by email during that time). I will also be available by email during normal business hours, Monday through Friday, and randomly on the weekends. I will do my best to answer your emails in a timely manner, however, if you do not receive a timely response please feel free to send a follow-up email after a reasonable time. If you need to meet with me outside of my posted office hours please contact me to set up an appointment.

Do not WAIT until the last minute to complete weekly requirements for the course. Exams will be available for one week prior to the due date and can be completed any time during that week. Quizzes will be available starting the first day of class and can be completed at any time prior to the due date for the quiz. Class discussions will be available from the first day of the semester and can be completed at any time prior to the due date for the discussion.

Requirements for this course are TYPICALLY due at 11:55 p.m. on Monday night. IF YOU WAIT until the last minute to complete a course requirement (Exam, Quiz, Discussion) and experience technical difficulties you will likely NOT be able to reach Dr. Wingfield for resolution of problems occurring so late in the evening and so close to the deadline.

Online and In-Class Conduct:
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.
Each student is expected to maintain a professional attitude at all times. The use of foul language, discriminatory comments, or racial slurs will not be tolerated. You are required to maintain a professional attitude in all communications with students and the professor. Students who engage in disrespectful or inappropriate conduct will be reported to the Office of Student Affairs for appropriate action.

**Academic Integrity/Plagiarism:**
Students are expected to conduct themselves in accordance with Texas A&M University - Corpus Christi standards of academic integrity and will be subject to penalties for all forms of academic misconduct as defined and explained in the Texas A&M University - Corpus Christi Catalog. Academic misconduct includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism (Plagiarism is the presentation of the work of another as one’s own work).

In this course there will be a ZERO tolerance for academic misconduct. At minimum, an automatic grade of zero will be given for any assignment/exam in which any element of academic misconduct has taken place, but could include all penalties appropriate under University rules as stated in the University catalog, including the receipt of an F in the course.

This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at [www.cob.tamucc.edu](http://www.cob.tamucc.edu)). Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

**Grade Appeals**
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamu.cc/provost/university_rules/index.html](http://www.tamu.cc/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

**Harassment:**
Texas A&M-Corpus Christi believes that establishing a safe learning environment is necessary for an institution committed to the pursuit of excellence in instruction, research, and public service. Discrimination against, or harassment, or actions that are intended to harass, intimidate, or humiliate individuals on the basis of ethnicity, sex, religion, disability, or sexual preference is inconsistent with this institutional purpose and will not be condoned. Persons found guilty of harassment will be subject to disciplinary sanctions.
**Disabilities Accommodations:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Statement of Academic Continuity:**
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

**Final Notes:**
The course calendar below will provide a guideline for the course scheduling. However, certain changes in assignments and/or due dates may be made, as the instructor deems necessary. Such changes will be posted on Blackboard and will represent an amendment to the schedule.

Students are responsible for all material covered in the textbooks, exercises, PowerPoint slides and lecture notes. It is the student’s responsibility to check Blackboard for important announcements with regard to this class and to keep up with due dates for all quizzes, exams, and assignments.
## Course Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>1</td>
<td>7/7/14-7/14/14</td>
<td>Intro to the Course</td>
<td>1</td>
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<tr>
<td></td>
<td></td>
<td>The Nature of HRM</td>
<td>2</td>
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<td>The Legal Environment</td>
<td>3</td>
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<td>The Global Environment</td>
<td>4</td>
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<td>The Competitive Environment</td>
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### Requirements for Week 1
- **Read Syllabus and familiarize yourself with materials on Blackboard**
- **Complete Syllabus Quiz with a score of 100% to open additional quizzes.**
- **Read Chapters 1-4, review PowerPoint slides and posted lecture notes (if available)**
- **Complete Quiz 1 covering Chapter 1 due by 11:55 p.m. on 7/14**
- **Complete Quiz 2 covering Chapter 2 due by 11:55 p.m. on 7/14**
- **Complete Quiz 3 covering Chapter 3 due by 11:55 p.m. on 7/14**
- **Complete Quiz 4 covering Chapter 4 due by 11:55 p.m. on 7/14**
- **Complete Exercise and respond to Required Class Discussion for Chapter 1 by 11:55 p.m. on 7/14**
- **Complete Exercise and respond to Required Class Discussion for Chapter 2 by 11:55 p.m. on 7/14**
- **Complete Exercise and respond to Required Class Discussion for Chapter 3 by 11:55 p.m. on 7/14**
- **Complete Exercise and respond to Required Class Discussion for Chapter 4 by 11:55 p.m. on 7/14**
- **Complete Extra Credit Class Discussion for Chapter 1 must be completed by 11:55 p.m. on 7/14**
- **Complete Extra Credit Class Discussion for Chapter 2 must be completed by 11:55 p.m. on 7/14**
- **Complete Extra Credit Class Discussion for Chapter 3 must be completed by 11:55 p.m. on 7/14**
- **Complete Extra Credit Class Discussion for Chapter 4 must be completed by 11:55 p.m. on 7/14**

| 2    | 7/15/14-7/21/14 | Information for Making HR Decisions        | 5       |
|      |                | Exam # 1 – Chapters 1, 2, 3, 4, 5          |         |
|      |                | Organization Form and Structure             | 6       |
|      |                | Recruitment & Selection                     | 7       |
|      |                | Managing the Diverse Workforce              | 8       |

### Requirements for Week 2
- **Complete Exam # 1 covering Chapters 1-5 due by 11:55 p.m. on 7/21**
- **Complete Quiz 5 covering Chapter 5 due by 11:55 p.m. on 7/21**
- **Complete Quiz 6 covering Chapter 6 due by 11:55 p.m. on 7/21**
- **Complete Quiz 7 covering Chapter 7 due by 11:55 p.m. on 7/21**
- **Complete Quiz 8 covering Chapter 8 due by 11:55 p.m. on 7/21**
- **Complete Exercise and respond to Required Class Discussion for Chapter 5 by 11:55 p.m. on 7/21**
- **Complete Exercise and respond to Required Class Discussion for Chapter 6 by 11:55 p.m. on 7/21**
- **Complete Exercise and respond to Required Class Discussion for Chapter 7 by 11:55 p.m. on 7/21**
- **Complete Exercise and respond to Required Class Discussion for Chapter 8 by 11:55 p.m. on 7/21**
- **Complete Extra Credit Class Discussion for Chapter 5 must be completed by 11:55 p.m. on 7/21**
- **Complete Extra Credit Class Discussion for Chapter 6 must be completed by 11:55 p.m. on 7/21**
- **Complete Extra Credit Class Discussion for Chapter 7 must be completed by 11:55 p.m. on 7/21**
- **Complete Extra Credit Class Discussion for Chapter 8 must be completed by 11:55 p.m. on 7/21**
3  7/22/14-7/28/14  Compensation  
Exam # 2 – Chapters 6, 7, 8, 9  
Performance Appraisal and Career Management  
Managing Labor Relations  
Last Day to drop a course is FRIDAY, July 25th. 

Requirements for Week 3  
• Complete Exam # 2 covering Chapters 6-9 by 11:55 p.m. on 7/28  
• Complete Quiz 9 covering Chapter 9 due by 11:55 p.m. on 7/28  
• Complete Quiz 10 covering Chapter 10 due by 11:55 p.m. on 7/28  
• Complete Quiz 11 covering Chapter 11 due by 11:55 p.m. on 7/28  
• Complete Exercise and respond to Required Class Discussion for Chapter 9 by 11:55 p.m. on 7/28  
• Complete Exercise and respond to Required Class Discussion for Chapter 10 by 11:55 p.m. on 7/28  
• Complete Exercise and respond to Required Class Discussion for Chapter 11 by 11:55 p.m. on 7/28  
• Complete Extra Credit Class Discussion for Chapter 9 by 11:55 p.m. on 7/28  
• Complete Extra Credit Class Discussion for Chapter 10 by 11:55 p.m. on 7/28  
• Complete Extra Credit Class Discussion for Chapter 11 by 11:55 p.m. on 7/28  

Performance Management  
Performance Enhancement Techniques  
Exam # 3 – Chapters 10-14  

Requirements for Week 4  
• Complete Exam # 3 covering Chapters 10-14 by 11:55 p.m. on 8/4  
• Complete Quiz 12 covering Chapter 12 due by 11:55 p.m. on 8/4  
• Complete Quiz 13 covering Chapter 13 due by 11:55 p.m. on 8/4  
• Complete Quiz 14 covering Chapter 14 due by 11:55 p.m. on 8/4  
• Complete Exercise and respond to Required Class Discussion for Chapter 12 by 11:55 p.m. on 8/4  
• Complete Exercise and respond to Required Class Discussion for Chapter 13 by 11:55 p.m. on 8/4  
• Complete Exercise and respond to Required Class Discussion for Chapter 14 by 11:55 p.m. on 8/4  
• Complete Extra Credit Class Discussion for Chapter 12 by 11:55 p.m. on 8/4  

5  8/5/14-8/7/14  Optional Comprehensive Final  

Requirements for Week 5  
• Complete Optional Final Exam by 11:55 p.m. on 8/7/14