Course: MGMT 3320.001 – Concepts of Human Resource Management
Prerequisites: MGMT 3312 and Junior Standing or above.

ISBN: 9781285867571

You may use the following website link to purchase an ebook: http://www.coursesmart.com/IR/1615928/9781285867571?__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 Online Study Center is not required for the course.

Instructor: Dr. Wingfield
Time and Location: Course delivery online
Office: OCNR 317
Office Hours: 7:30 a.m.-8:00 a.m. & 10:45 a.m.-1:15 p.m. T; 8:00 a.m.-11:00 a.m. R and available on-line in Blackboard by email during normal business hours, Monday through Friday, and randomly on the weekends; or by appointment.
Phone: 825-5560
Email: Preferred email – use the BbMessages function in Blackboard for this course. TAMU-CC email address is sue.wingfield@tamucc.edu

Course Description:
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)  
   (Grade will be based on the best 3 grades on the 4 exams)  
   615 points

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. 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.

Quizzes cannot be made up. One additional quiz is included as extra credit.

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 following 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 Monday night (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 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 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.

Exam Proctoring: Courses may require the use of exam-proctoring involving third party charges. Exam-proctoring charges may range from $1 - $50.00 per exam. Students may be required to schedule exams at least 24 hours in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

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.

Dropping this Course:  
At some time during the course of the semester you may find it necessary to drop this course. 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 4/8/16.

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

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).

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.

Exam Proctoring: 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.

Courses may require the use of exam-proctoring involving third party charges. Exam-proctoring charges may range from $1 - $50.00 per exam. Students may be required to schedule exams at least 24 hours in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

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 appears at the end of this syllabus and is posted in Week 1 Requirements in Blackboard. Students may be review the rubric for a graded discussion 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:**

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). 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 Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

**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.

**American with Disabilities Act Compliance:**
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 contact the Disability Services Office at (361) 825-5816 or visit the office in Corpus Christi Hall (CCH) 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.

**Instructional Methodology:**
Instruction will involve independent reading, online discussions, and experiential exercises. The emphasis will be on development of critical thinking skills through the practical application of theory.

**Oral and Written Content:**
Students will be expected to have read assigned material and participate in online class discussions. Students are encouraged to ask questions and share pertinent personal experiences that relate to the material being covered. Student assignments require effective written communication.

**Technology Applications:**
This course will be delivered on Blackboard. With regard to material delivered on Blackboard, you must be relativity self-sufficient in finding solutions for technical problems. The Blackboard helpdesk is an excellent resource for technical problems that you cannot solve. You must report problems immediately in order to meet your deadlines. Knowledge of word processing is necessary to complete the individual assignments. Additionally, the student must be familiar with the electronic databases available in the library as well as the Internet. E-mail communication is encouraged for routine communications; however it is discouraged for more personal, non-routine communications where face-to-face or telephone contact is more appropriate.
Ethical Perspectives:
Human resource management and its various functions deal with how employees are treated by organizations from recruitment through termination. Many of the topics that are covered include examples of the ethical implications of managers' behavior when they interview, appraise, train, discipline, schedule, compensate, and motivate employees. Generally speaking, issues involving individual and corporate rights and responsibilities provide an opportunity to consider and critically evaluate various preventive and remedial approaches to ethics at organizational and public policy levels.

Global Perspectives:
International examples will be used throughout the course to demonstrate the importance of the diversity of the labor force and the impact of administering the HR function in the context of the global marketplace.

Demographic Diversity Perspectives:
Demographic diversity is a pervasive issue for this human resource management introductory course. It will be addressed throughout the semester especially in the context of examining civil rights legislation and the impact of an increasingly diverse and older labor force on human resource planning, recruitment, selection, training, performance appraisal, compensation, labor relations, employee rights, and safety and health.

Political, Social, Legal, Regulatory, and Environmental Perspectives:
All of the subjects covered in this introductory course deal with the political, social, legal and regulatory impacts of managing people within organizations. Several chapters will deal directly with the legal and regulatory environment of HR: civil rights legislation, employee rights, and safety/health. Additionally, all major HR functions are regulated at the local, state, and federal level. In this introductory course specific federal legislation related to recruitment, selection, training, compensation, benefits, labor relations/collective bargaining, employee rights, and work scheduling, will be discussed.

Final Notes: The course calendar provided below (and available on Blackboard calendar) 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 discussions and assignments.
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<tr>
<td>1</td>
<td>1/20/16-1/25/16</td>
<td>The Nature of HRM</td>
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<td><strong>Requirements for Week 1</strong></td>
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<td></td>
<td>• Read Syllabus and familiarize yourself with materials on Blackboard</td>
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<td>• Read Chapter 1, review PowerPoint slides and posted lecture notes.</td>
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<td>• Complete Syllabus Quiz with a score of 100% to open additional quizzes.</td>
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<td>• Complete Quiz 1 covering Chapter 1 by 11:55 p.m. on Monday 1/25</td>
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<td>• Complete Required Class Discussion for Chapter 1 by 11:55 p.m. on Monday 1/25</td>
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<td>• Complete Extra Credit Discussion Chapter 1 by 11:55 p.m. on Monday 1/25</td>
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<td>2</td>
<td>1/26 – 2/1</td>
<td>The Legal Environment</td>
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<td><strong>Requirements for Week 2</strong></td>
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<td>• Read Chapter 2, review PowerPoint slides and posted lecture notes.</td>
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<td>• Complete Quiz 2 covering Chapter 2 by 11:55 p.m. on Monday 2/1</td>
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<td>• Complete Exercise &amp; respond to Required Class Discussion-Chapter 2 by 11:55 p.m. on Monday 2/1</td>
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<td>• Complete Extra Credit Discussion-Chapter 2 by 11:55 p.m. on Monday 2/1</td>
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<td>3</td>
<td>2/2 – 2/8</td>
<td>The Global Environment</td>
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<td><strong>Requirements for Week 3</strong></td>
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<td>• Read Chapter 3, review PowerPoint slides and posted lecture notes.</td>
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<td>• Complete Quiz 3 covering Chapter 3 by 11:55 p.m. on Monday 2/8</td>
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<td>• Complete Exercise &amp; respond to Required Class Discussion-Chapter 3 by 11:55 p.m. on Monday 2/8</td>
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<td>• Complete Extra Credit Discussion-Chapter 3 by 11:55 p.m. on Monday 2/8</td>
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<td>4</td>
<td>2/9 – 2/15</td>
<td>The Competitive Environment</td>
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<td><strong>Requirements for Week 4</strong></td>
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<td>• Read Chapter 4, review PowerPoint slides and posted lecture notes.</td>
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<td>• Complete Quiz 4 covering Chapter 4 by 11:55 p.m. on Monday 2/15</td>
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<td>• Complete Exercise &amp; respond to Required Class Discussion-Chapter 4 by 11:55 p.m. on Monday 2/15</td>
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<td>• Complete Extra Credit Discussion-Chapter 4 by 11:55 p.m. on Monday 2/15</td>
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<td>5</td>
<td>2/16 – 2/22</td>
<td>Information for Making HR Decisions</td>
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<td><strong>Requirements for Week 5</strong></td>
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<td>• Read Chapter 5, review PowerPoint slides and posted lecture notes.</td>
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<td>• Complete Quiz 5 covering Chapter 5 by 11:55 p.m. on Monday 2/22</td>
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<td>• Complete Exercise &amp; respond to Required Class Discussion-Chapter 5 by 11:55 p.m. on Monday 2/22</td>
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<td>• Complete Extra Credit Discussion-Chapter 5 by 11:55 p.m. on Monday 2/22</td>
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6  2/23 – 2/29  Exam # 1 – Chapters 1, 2, 3, 4, 5
Organization Form and Structure

Requirements for Week 6
• Complete Exam # 1 covering Chapters 1-5 due by 11:55 p.m. on Monday 2/29
• Read Chapter 6, review PowerPoint slides and posted lecture notes.
• Complete Quiz 6 covering Chapter 6 by 11:55 p.m. on Monday 2/29
• Complete Exercise & respond to Required Class Discussion-Chapter 6 by 11:55 p.m. on Monday 2/29
• Complete Extra Credit Discussion-Chapter 6 by 11:55 p.m. on Monday 2/29

7  3/1 – 3/7  Recruitment & Selection

Requirements for Week 7
• Read Chapter 7, review PowerPoint slides and posted lecture notes.
• Complete Quiz 7 covering Chapter 7 by 11:55 p.m. on Monday 3/7
• Complete Exercise & respond to Required Class Discussion-Chapter 7 by 11:55 p.m. on Monday 3/7
• Complete Extra Credit Discussion-Chapter 7 by 11:55 p.m. on Monday 3/7

8  3/8 – 3/21  Managing the Diverse Workforce

Requirements for Week 8
• Read Chapter 8, review PowerPoint slides and posted lecture notes.
• Complete Quiz 8 covering Chapter 8 by 11:55 p.m. on Monday 3/21
• Complete Exercise & respond to Required Class Discussion-Chapter 8 by 11:55 p.m. on Monday 3/21
• Complete Extra Credit Discussion-Chapter 8 by 11:55 p.m. on Monday 3/21

9  3/22 – 3/28  Compensation

Requirements for Week 9
• Read Chapter 9, review PowerPoint slides and posted lecture notes.
• Complete Quiz 9 covering Chapter 9 by 11:55 p.m. on Monday 3/28
• Complete Exercise & respond to Required Class Discussion-Chapter 9 by 11:55 p.m. on Monday 3/28
• Complete Extra Credit Discussion-Chapter 9 by 11:55 p.m. on Monday 3/28

10 3/29 – 4/4  Exam # 2 – Chapters 6, 7, 8, 9
Performance Appraisal and Career Management

Requirements for Week 10
• Complete Exam # 2 covering Chapters 6-9 must be completed by 11:55 p.m. on 4/4
• Read Chapter 10, review PowerPoint slides and posted lecture notes.
• Complete Quiz 10 covering Chapter 10 by 11:55 p.m. on Monday 4/4
• Complete Exercise & respond to Required Class Discussion-Chapter 10 by 11:55 p.m. on Monday 4/4
• Complete Extra Credit Discussion-Chapter 10 by 11:55 p.m. on Monday 4/4
11 4/5 – 4/11  Managing Labor Relations

4/8 Last Day to Drop a course with a grade of “W”

Requirements for Week 11
- Read Chapter 11, review PowerPoint slides and posted lecture notes.
- Complete Quiz 11 covering Chapter 11 by 11:55 p.m. on Monday 4/11
- Complete Exercise & respond to Required Class Discussion-Chapter 11 by 11:55 p.m. on Monday 4/11
- Complete Extra Credit Discussion-Chapter 11 by 11:55 p.m. on Monday 4/11

12 4/12 – 4/18  Safety, Health, Well-Being, & Security

Requirements for Week 12
- Read Chapter 12, review PowerPoint slides and posted lecture notes.
- Complete Quiz 12 covering Chapter 12 by 11:55 p.m. on Monday 4/18
- Complete Exercise & respond to Required Class Discussion-Chapter 12 by 11:55 p.m. on Monday 4/18
- Complete Extra Credit Discussion-Chapter 12 by 11:55 p.m. on Monday 4/18

13 4/19 – 4/25  Performance Management

Requirements for Week 13
- Read Chapter 13, review PowerPoint slides and posted lecture notes.
- Complete Quiz 13 covering Chapter 13 by 11:55 p.m. on Monday 4/25
- Complete Exercise & respond to Required Class Discussion-Chapter 13 by 11:55 p.m. on Monday 4/25
- Read Chapter 14, review PowerPoint slides and posted lecture notes.
- Complete Quiz 14 covering Chapter 14 by 11:55 p.m. on Monday 4/25
- Complete Exercise & respond to Required Class Discussion-Chapter 14 by 11:55 p.m. on Monday 4/25
- Review Chapters 10-14 to prepare for Exam #3 – Due by 11:55 p.m. on MONDAY - 5/2

14 4/26 – 5/2  Exam # 3 – Chapters 10-14

Requirements for Week 14
- Review Chapters 10-14 to prepare for Exam #3
- Complete Exam #3 by 11:55 p.m. on MONDAY - 5/2

15 5/3 – 5/9  Comprehensive Final

Requirements for Week 16
- Complete Comprehensive Final Exam by 11:55 p.m. on MONDAY - 5/9
**Required Class Discussion Rubric:**
This rubric will be used to grade the required discussion forums for this course.

<table>
<thead>
<tr>
<th>Category</th>
<th>Below Expectations</th>
<th>Novice</th>
<th>Competent</th>
<th>Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delivery of Post</strong></td>
<td>More than 5 errors in spelling and/or grammar in post; post appears “haphazard” and/or uses text messaging shortcuts (0 points)</td>
<td>4 to 5 errors in spelling and grammar in post; post appears “hasty”; may use some text messaging shortcuts (1 point)</td>
<td>Post contains 2 or 3 misspellings or grammatical errors (3 points)</td>
<td>Post contains no more than 1 misspelling or grammatical error (4 points)</td>
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<td><strong>Relevance of Post</strong></td>
<td>Post does not relate to the discussion content and/or includes irrelevant remarks (0 points)</td>
<td>Post is on somewhat on topic and/or offers little or no insight into the topic. Post repeats or summarizes provided information, but lacks original thought (1 point)</td>
<td>Post is on topic and offers some insight into the topic. Original thought is evident, but not well developed (3 points)</td>
<td>Post is on topic and related to discussion content; it prompts further discussion of the topic and/or cites additional references related to the topic. Shows original thought that goes beyond the obvious (4 points)</td>
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<tr>
<td><strong>Expression within the Post</strong></td>
<td>Opinions or ideas are not clearly expressed. It is difficult to follow or understand the content of the post (0 points)</td>
<td>Opinions and ideas may be disjointed or not flow together easily, or post is confusing and lacks clarity at times (1 point)</td>
<td>Opinions and ideas are clearly stated most of the time (3 points)</td>
<td>Opinions and ideas are expressed in a clear and concise manner; content is easy to understand (4 points)</td>
</tr>
<tr>
<td><strong>Contribution to the Learning Community</strong></td>
<td>Makes little effort to participate in the learning community. Waits until the last minute to contribute to the discussion and/or does not meet the minimum contribution requirements for the discussion (0 points)</td>
<td>Participates in the learning community by meeting the minimum contribution requirements. Summarizes others' viewpoints without adding to the discussion (1 point)</td>
<td>Contributes to the ongoing discussion beyond summarizing others' viewpoints by specifically addressing important issues discussed in other students' posts (2 points)</td>
<td>Presents relevant viewpoints for others to consider; engages other students by asking thought provoking questions; attempts to direct the discussion; interacts freely in the discussion beyond the minimum requirements (3 points)</td>
</tr>
</tbody>
</table>

For each discussion 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 the response to the two other students' posts must be a minimum of 70 words each (don't forget to maintain a business style of writing). **To earn full credit for the grading category "Contribution to the Learning Community" a student must engage the topic beyond the minimum requirements: this might include providing thought provoking insights, adding additional information to the discussion in the form of a link a relevant website or article, commenting on more than two other students' posts, or posing thought provoking questions for further discussion.**

**As a reminder:** If a post does not meet the minimum length requirements, the post will earn ONE (1) point. **If a student includes the discussion questions in his or her response the questions will not count toward the 200 word minimum requirement.** Posts that: do not address the topic clearly, are difficult to read due to lack of organization or poor writing skills, or contain typos will also see point deductions. Please provide thoughtful, organized, professional responses. The Required Class Discussions are worth 15 points each, except for Chapter 12 which is worth 10 points.