

BA 224 - Human Resources Management (3 Credits)

Fall 2019

T TH 1:00 PM – 2:20 PM CRN 20384

Instructor: Kevin Crawford

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Email is the best way to contact me.

Office/Hours: MKH 206 2:30-3:30 PM or by appointment

Required online text:

Human Resources Management, Martocchio; 15th Edition, 2016

- Students may use either online or printed texts.
- On-line quizzes and additional materials needed for the course are found in the books online resource, *MyManagementLab*, embedded in your LBCC Course Moodle Page.
- For technical support, call Pearson's technical support at 844-292-7015.

Course Overview:

Explores the basics of strategic human resources management including workforce planning, recruitment and staffing, compensation and benefits, training and development, and performance management. This course also addresses legal compliance, workplace safety and the future of Human Resources Management (HRM.)

Course Outcomes:

Upon successful completion of this course students will be able to:

- Describe best practices for recruitment and hiring processes
- Explain how management uses training, performance management and appraisal processes to increase and enhance worker productivity

- Demonstrate basic knowledge of labor law and collective bargaining agreements
- Describe full cycle HRM processes (hire to termination)

Learning Assessments:

Assessment	Percent	Points (Estimation)
Quizzes	10	1000
Participation/Homework/Attendance	10	100
Mid term	25	
Final	35	100
Written Assignments	20	200
Total		1400

Grading:

A	90-100% total points
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Record of class grades will be maintained online in Pearson's My Lab.

Instruction Method:

Instructional time in the classroom will consist of a balance of **theoretical content** (lecture, text review, article review), **class discussion and participation** (real, authentic examples), **written assignments** (cases, forms, and process development) and **testing** .

Student Responsibilities:

Each student is accountable for both individual and significant contribution to class discussions. A student can demonstrate accountability by attendance, punctual completion, and academic integrity of all class assignments (reading, written assignments, quizzes, exams)

Instructor Responsibilities:

The instructor is accountable for establishing a learning climate that encourages trust, respect, and support. The instructor will deliver theoretical content, synthesize information when needed, and encourage students to explore and apply the content of their learning to current and future workplace settings. The instructor will guide, monitor, and evaluate student progress and will be available for consultation and feedback.

Attendance:

Attendance Matters! Attendance to each class is expected and required. Students who are unable to successfully complete the course should withdraw in accordance to LBCC policy and dates set forth in the catalog.

Late Work:

Deadlines Matter! All assignments are to be printed and submitted at the beginning of the class date listed. No late work is accepted as it is difficult to keep pacing in a 10-week session. Weekly quizzes on the reading are to be completed through Pearson My Lab. You will have one attempt at the quizzes.

If you have documented and compelling circumstances that prevent you from completing work, it is your responsibility to communicate (email) to the instructor, so arrangements can be made prior to due dates.

Group Work:

Effective work groups are paramount in the workplace and will be in BA 224. Selection of work groups are important. Sometimes, class work may take a bit longer and the Chapter completion may change. As changes are made, they will be announced in class.

College Policies:

LBCC Email and Course Communications

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

Disability and Access:

Disability and Access LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodation through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the LBCC CFAR website for steps on how to apply for services or call 541-917-4789.

Statement of Inclusion:

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in a safe, positive, and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Title IX Reporting Policy:

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to

a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

Public Safety/Campus Security/Emergency Resources:

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at [541-926-6855](tel:541-926-6855) and [541-917-4440](tel:541-917-4440).

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](#) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, [541-917-4425](tel:541-917-4425); Lynne Cox, T-107B, [541-917-4806](tel:541-917-4806), LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

Campus Resources

Remember additional campus resources are available to assist you as you learn in this class. Please see the LBCC website for addition description of services offered by the LBCC Learning Center and Library.

TOPIC of Discussion	READING	Quiz on Text	ASSIGNMENTS
Introduction, Strategic HRM Ethics Trends	Ch.1-2	Quiz #1 Quiz #2 Closes Tuesday 10/8	Written Assignment Why Work? Due Thursday 10/10

Diversity, EEO/Compliance	Ch. 3	Quiz # 3 Closes Tuesday 10/15	WGP Legal Compliance Cases/Panel Discussion Due Thursday 10/17
Staffing Job Analysis Job Descriptions	Ch. 4	Quiz #4 Closes Tuesday 10/22	Written Assignment Job Analysis/Job Description Due Thursday 10/24
Recruitment	Ch. 5	Quiz #5 Closes Tuesday 10/29	WGP Recruitment Plan Due Thursday 10/31
Selection	Ch. 6	1st Written Assignment Due Mid-term 11/5	Written Assessment Selection Checklist Due Thursday 11/7
Performance Mgt. Appraisal Training, Development	Ch. 7-8	Quiz #7, Quiz #8 Closes Tuesday 11/12	WGP Performance Discussion Difficult Employee Interactions Due Thursday 11/14

Total Compensation, Pay, Benefits, Perks	Ch. 9-10	Quiz #9 Quiz #10 Closes Tuesday 11/19	Written Assessment Compensation and Benefits Employee Communication Due Thursday 11/21
Collective Bargaining Union/Employee Relations	Ch. 11-12	Quiz #11 Quiz #12 Closes Tuesday 11/26	WGP Collective Bargaining Case Due Tuesday 12/3
Employee Wellness, Safety (OSHA)	Ch. 13	2nd Written assignment due Quiz #13 Closes Tuesday 12/3	Written Assessment Health, Safety, and Wellness Program Due Thursday 12/5
Final Exam	Ch. 1-13	(Per LBCC Finals Schedule) https://www.linnbenton.edu/current-students/schedule-and-learn/finals-schedule/	

Note: Changes to the syllabus or to the content of the syllabus due to unforeseen circumstances may occur. Notices of relevant changes will be announced in class, through a Moodle announcement or through LBCC email.