Course Overview: The human resource function of modern organizations is critical, as people are our most important resource. The course is a graduate level survey of principles, practices, theory, and current issues facing organizations as related to attracting, selecting, and maintaining a productive workforce in today’s competitive operating environment.

Catalog Description: Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues and research. Course may not be taken for MS HRM program credit.

Expanded Course Description: This course helps students to better understand the complexities of managing people in organizations, with primary focus on human resource management strategy, organizational staffing, human resource development, total rewards, employee and labor relations, and risk management. By focusing on the strategic, operational and administrative roles of human resource management, students acquire critical knowledge of the changing nature of issues facing their most important organizational asset: human resources. In addition to the functional topics listed above, attention is also given to developing human resource system support competencies, such as job analysis and design, human resources law, ethics, economics and theory application.

Prerequisites: Students are expected be of graduate status, to have graduate level writing skills, creative and analytical thinking skills, effective reading skills, advanced learning skills, and a general understanding of problems faced by business managers.

Mode of Instruction and Course Access: This course is a 100% online course and uses TAMUCT Blackboard Learn system (http://tamuct.blackboard.com). You will use the Blackboard username and password communicated to you separately to logon to this system. (Note: As of Spring 2014, Texas A&M Central Texas uses a new Blackboard system, so be sure to log-on and look around to become familiar with its new features.)

Student-instructor Interaction: Professor Barbara Lyon, SPHR/SHRM-SCP, will be checking and replying to student emails at least two days per week. Students may make appointments for office visits, on-line chats and/or telephone calls during listed office hours, as well.
**STUDENT LEARNING OUTCOMES & COMPETENCIES**

**Overall Course Objective:** Students will develop a comprehensive knowledge of strategic issues affecting the employer-employee relationship, including analysis of global, national and organizational conditions that impact HRM outcomes. Based on this knowledge, students will be able advance appropriate organizational HRM practices.

Through the activities assigned in this course, each successful student will achieve the following:

A. **Strategic Human Resource Management:** Knowledge of strategic management concepts (strategy development, macro/micro-economics, human resource law, leadership, ethics, scorecard metrics, global HRM, etc.) related to designing and implementing effective and efficient human resource management programs.
   - Skill in analyzing organizational issues related to strategic HRM.
   - Skill in using the U.S. Department of Labor Web site.
   - Application of research and communication skills to discuss the strategic, administrative and operational issues that impact human resource management outcomes.

B. **Workforce/Staffing, Planning and Employment:** Knowledge of workforce planning and employment concepts (employment laws, job analysis and design, HR forecasting, recruiting methods, valid selection practices, etc.) related to designing and implementing effective organizational staffing practices.
   - Skill in analyzing workforce/staffing, planning and employment issues.
   - Skill in using the O-net Web site.
   - Skill in using the Texas Workforce Commission Web site.

C. **Human Resource Development:** Knowledge of human resource development (HRD) concepts (learning styles, training analysis, development, design, Implementation, evaluation, etc.) related to designing and implementing effective organizational training and development practices.
   - Skill in analyzing organizational training and development issues.

D. **Total Rewards/Compensation:** Knowledge of total compensation concepts (wages, variable pay, benefits administration, pay policy, pay structure, pay philosophy, compensation administration, compensation law, etc.) related to designing and implementing effective compensation and benefit practices.
   - Skill in using the U.S. Department of Labor Employment Standards Administration Wage and Hour Division Web site.

E. **Employee/Labor Relations and Risk Management:** Knowledge of employee and labor relations (ELR) concepts (organizational behavior, fair treatment, discipline, union security, management rights, collective bargaining, labor law, alternative dispute resolution [ADR], and risk management, occupational health, safety and security, etc.) related to designing and implementing effective organizational practices.
   - Skill in analyzing employee relations and risk management issues.
   - Skill in using labor Web sites.
   - Skill in using the Occupational Safety and Health Administration Web site.
**INSTRUCTIONAL MATERIALS**


**Optional Publisher's Materials (click link)**

**Textbook Acquisition:** Text books may be purchased any location of your choice. Here are a few suggestions:

1. TAMUCT Bookstore in TAMUCT’s Founder’s Hall, Killeen, TX
2. Your local area retail bookstores
3. Online bookstore vendors, such as those listed in your course welcome page:
   - [http://www.amazon.com](http://www.amazon.com)
   - [http://www.barnesandnoble.com](http://www.barnesandnoble.com)
   - [http://www.cheapesttextbooks.com](http://www.cheapesttextbooks.com)
   - [http://www.halfpricebooks.com](http://www.halfpricebooks.com)
   - [http://www.textbooks.com](http://www.textbooks.com)
4. Share your experiences and provide others that have served you well.

**CLASS PARTICIPATION AND CONDUCT**

This is 100% on-line course; therefore, all discussions, assignments, quizzes and course contacts will be completed as scheduled through the university’s *Blackboard* learning system [http://tamuct.blackboard.com](http://tamuct.blackboard.com). Reading assignments will be in accordance with this syllabus and as assigned through specific class activities. It is important for students to become familiar with materials/assignments prior to scheduled submission deadlines. Activities and exams are generally based on text readings and current HRM issues.

**Code of Conduct:** Students are expected to conscientiously study and participate in all course activities. In addition to reviewing the university’s *CODE OF CONDUCT* on-line, please also understand that graduate students are expected to spend approximately 90 hours per course each semester performing course activities. This is based on a standard of 45 hours in class, plus approximately three hours per 16-week semester in study and research. Be sure to plan your semester calendar with success in mind and maintain a record of assignments submitted and points earned.

**Make-up Work:** In accordance with university policy, each faculty member has the responsibility and authority to determine whether make-up work can be done because of absences. Although Dr. Lyon will generally accept make-up assignments up to one week late during the first two weeks only, no extensions are planned after that time. Further, individual additional “extra credit” activities will not be granted; however, bonus points may be made available to the entire class.

**Requests for Incomplete Grades:** In rare, emergency cases, students may qualify for an incomplete grade, which is recorded as a “K” on the grade report and transcript. Requests for incomplete grades must be made according to university policy and approved by the instructor prior to the final week of classes. All requirements must be completed by the end of the next long semester or the “K” automatically changed to an “F.”
PROFESSOR & UNIVERSITY CONTACT INFORMATION

Name: Dr. Barbara Lyon, SPHR
Department: Management & Marketing (College of Business [COBA])
Campus Office: TAMUCT Founder’s Hall (FH) 318K
1001 Leadership Place, Killeen, TX 76549
Office Phone: 254-519-5711
Fax: 254-501-5825
Home Phone: Provided in class Blackboard Welcome and Main Course tabs.
E-mail Address: bjlyon@tamuct.edu
Faculty Web page: (under development)

Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>(FH 318-K)</th>
<th>2:15 p.m. – 5:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>(FH 318-K)</td>
<td>2:00 p.m. – 3:30 p.m. (virtual hours)</td>
</tr>
<tr>
<td>Thursday</td>
<td>(FH 318-K)</td>
<td>2:15 p.m. – 5:45 p.m.</td>
</tr>
</tbody>
</table>

(Note: Dr. Lyon will generally respond to messages within 48 hours during the regular workweek; weekends may take longer. (For religious reasons, I try to avoid work activities on Sundays.) For faster response, please check your Blackboard course main page for my personal cell number.)

COBA Assistant: College of Business Administration (COBA)
TAMUCT, FH 318 or FH 323
COBA Contact: 254-519-5437 or coba.info@tamuct.edu

MESSAGES / E-MAIL & ON-LINE COMMUNICATION

Use the class Blackboard MESSAGES application for all course correspondence.

Identification: For course-related messages, you should provide the assignment title and your name in the subject line. Here is an example: Exam1_question 10_Smith

For other, outside-of-class, university issues and questions, please contact Professor Lyon at bjlyon@tamuct.edu or call her any weekday morning at the telephone number provided in the Blackboard HRM 502 course main page.

Response time: Professor Lyon will endeavor to respond to your messages within 48 hours. If you need an immediate response, or when the 48-hour goal is missed, please call Dr. Lyon during virtual hours or any weekday morning at the number provided in the Blackboard HRM 502 course main page. See Blackboard class Welcome (read first) or the Course Main page for additional contact information.

Netiquette: According to NetworkEtiquette.net (2013), the general rules for communicating online in a proper manner include the following: 1.) Spell check, 2.) No all-caps, 3.) Tell the truth, 4.) Be yourself, 5.) Do not flame, 6.) Do not spam, 7.) Be conservative, 8.) Do not send email at
night [Dr. Lyon believes that graduate students are exempt from this one!], 9.) Shop secure sites, 10.) Use discretion.


**WRITTEN ASSIGNMENT SUBMISSION GUIDELINES**

Unless otherwise specified, submit all written requirements through *Blackboard* before the assigned deadline. Utilize *Blackboard* functions as described below.

**Submission Format/Style Requirements:** Submissions will be in accordance with the American Psychological Association (APA) *Publication Manual* (6th ed.). You may use the *Publication Manual* as a reference regarding format issues or use related helpful resources in your *Blackboard* Learning Resources tab.

**Writing Quality:** All assignments submitted for grading will represent graduate quality and rigor, including depth of analysis, grammatical structure, format, etc.

**Deadlines/Late Submissions and Resubmissions:** All class assignments and activities will be submitted during the scheduled week. Assignments that are submitted late will be penalized at a rate of 50% per day. Resubmissions to improve grades will generally not be accepted after week four of the semester.

**COURSE ACTIVITIES**

Individual assignments include ASSIGNMENTS, DISCUSSIONS, and chapter review QUIZZES. These activities are provided to assist each student in learning essential information related to this course. See the section “Your Course Schedule” for weekly assignment deadlines. All references to Blackboard may be found at [http://tamuct.blackboard.com](http://tamuct.blackboard.com).

**Written Assignments:** All written assignments, including case studies and research project activities will be submitted through *Blackboard* ASSIGNMENTS not later than the scheduled date and time. Early submissions are allowed; however papers will generally be graded after the submission due date. Point values for all assignments are listed under “activities/assignments due” in the last section of this syllabus and within the appropriate tab in *Blackboard*.

**Web Search Discussions:** Web search activities will be conducted through *Blackboard* DISCUSSIONS. All web search requirements are described on the last pages of this syllabus and under the Discussion tab in your *Blackboard* course. Point values for all discussions are listed under “activities/assignments due” in the last section of this syllabus and within the appropriate tab in *Blackboard*.

**Chapter Review Quizzes:** Chapter reviews quizzes are provided to help students better understand how well they comprehend text reading assignments. Chapter review quizzes will be completed, submitted and scored through *Blackboard* QUIZZES. Students will have one hour to complete each chapter review quiz and the score will be automatically recorded in your *Blackboard* grade book for the assignment grade. To ensure effectiveness of this individual feedback tool, each of the reviews will be accessed from the publisher’s test bank and time will be set at 60 minutes for each of the 20-item assessments. Each chapter review quiz must be completed by the individual student and submitted by the scheduled date and time, as indicated in the course schedule section of this syllabus. Chapter review quizzes should help to stimulate
class discussion, so be sure to use the General Discussion Board, located under Blackboard Discussions, to ask about any questions that are not clear.

(Note: To allow time to acquire the text and become familiar with Blackboard, full points will be awarded for the first four chapter quizzes, regardless of the actual points earned during the timed attempts. This applies only to the first four chapters and only for students who fully answer the items in each of the first four quizzes.)

Research Project: Students will work individually, or in teams of up to three, to investigate, develop/write and submit an original research project. This research project will include: (1) a cover page, (2) an analysis of secondary information available on a current HRM topic presented through a short paper (i.e., essay), including reference citations, (3) a list of references used to support the essay development, (3) a more comprehensive annotated bibliography on the HRM issue under investigation, and (4) your project plan document, submitted as an appendix.

- Research topics used in any other course may not be used in this course, unless specific permission is provided by your professor. Requests for consideration will be submitted in writing and submitted through Blackboard Messages.

- Your research project grading rubric (rating sheet) is provided at the end of this syllabus and may also be found inside the LEARNING RESOURCES tab under the Research Project folder.

- Your research summary should take the form of a 3-4 page essay that summarizes your findings. Be sure to follow APA (6th ed.) format, including: appropriate cover page header, title, author(s) and course information; page 2 header, title on first line, and content written in paragraph form. Sources cited in the essay portion will be presented in References, following the essay conclusion.

- Following the Reference section will be your Annotated Bibliography. This section will include a significant number of relevant references and presented in APA format. In addition to the usual reference citation; however, the annotated bibliography sections will also include short paragraphs that describe how the article listed above relates to your research topic. Annotations should be original written work, developed by each student, and written in third person. It will be considered an act of academic dishonesty if any source is primarily used to cut and paste the annotations. See sample format and content guides under your LEARNING RESOURCES tab.

- Although consideration may be given for a line or two over the research summary 4-page limit, if the content exceeds five pages, a 100% deduction of points for this section will be made and the maximum score possible on the final research project is a 50%.

- The maximum possible grade on a research project including an annotated bibliography of 20 appropriate sources is “C.” Twenty-five (25) annotated sources are necessary for a “B” grade, and, a minimum of 30 sources is necessary for an “A.” Further, to ensure proper content and quality, a minimum of 15 peer-reviewed journals must be included in the final submission, and to the extent possible, a majority of your sources should be less than two years old. In addition to content issues, points will be deducted for punctuation, spelling, appearance and format.

(Note: A library search assignment is required early in the semester to ensure that all students can enter and use university’s electronic database search resources.)

- Remember that research requirements remain the same whether students work individually or with others.
Team Project Planning Performance Evidence: Using available personal time and appropriate collaboration technology, such as Blackboard DISCUSSIONS, COLLABORATE, MESSAGES, Skype, text messaging, etc., students will interact to (1) select an appropriate HRM topic, (2) develop team commitment and (3) develop a timeline (plan / schedule / calendar) to indicate performance steps to be taken by the team to ensure on time submission of the final project.

RESEARCH PROJECT (continued)

✓ By the end of week four, each team or individual needs to submit an informal note to Dr. Lyon to confirm your research project team, topic, and development timeline (plan / schedule / calendar).

✓ Before the end of week six of this 16-week semester, each team member will share in class their thoughts about their individual responsibilities as team member, as well as initial findings on the chosen topic.

✓ No formal presentation or slide show is required for this course; however, students are expected to share, through related class discussions, essential information gained through the research project.

Individual Evidence of Team Performance: Through the Research Project DISCUSSION board, students will share their research effort, challenges and findings during weeks 6-14 of the semester.

✓ As an informed member of their team, each individual student will prepare and submit a draft research project, including all three required components: (1) an analysis of secondary information available on a current HRM topic, (2) a short research summary of their initial findings. (i.e., essay), and (3) an annotated bibliography on the HRM issue under investigation. That is, to be considered as a minimally effective team member, every student must conduct secondary research, develop a draft short essay on the HRM topic under investigation, including references, a references page to support the essay, and also provide a minimum of eight annotated bibliographic citations. These documents will be shared among team members to provide input on the draft document, which is scheduled for submission during week eight. Any student failing to submit their draft document will be penalized all points on the draft submission assignment and a minimum of 30% of the total points on the final submission of the final research project.

✓ The project plan (calendar and individual expectations/assignments), including any adjustments made during the semester, will be attached as an appendix to the end of the final project document to indicate the level of individual performance and contributions made throughout the development of the research project.

✓ Individual Final Research Project Submission: To ensure proper access for awarding credit on the final project, each team member will submit the final report, including all required sections, including any appendices (one for the project plan, including each team member’s contributions and others as your team deems appropriate.) Your final research project will be submitted through the ASSIGNMENTS not later than the end week 14.

✓ A cover page, a 3-4 page research summary with citations, references an annotated bibliography of at least 20 professional/business resources, and required appendices will be submitted by each individual student on the day indicated in the “Your Course Schedule” section of this syllabus. See the last page of your syllabus and/or in
Blackboard LEARNING RESOURCES tab for the research project grading rubric/rating sheet.

✓ As in all other assignments, the research project must be typed, double-spaced on 8-1/2" x 11” paper, using black ink. The Publication Manual of the American Psychological Association (6th ed.) will be used as the reference regarding format issues. Items submitted are expected to be of graduate quality, depth, format, and organization.

EXAMS

It is the student’s responsibility to carefully study all assignments related to the exam content prior to opening an exam period. For this course, two exams will be administered during the semester, as indicated in the course schedule section of the syllabus. Exams represent the independent work of students; teamwork will not be permitted. Exams will be administered through Blackboard assessments and are located under the EXAMS tab.

✓ No exam may be taken more than one time in an effort to improve the score achieved.

✓ With the exception of emergency or few other approved situations, make-up exams will not be permitted. Further, remember that there is no time at the end of the semester to arrange a make-up for the final exam.

✓ Any exam not made up as approved and arranged by the professor will be scored as a zero.

GRADE COMPUTATION

Students earn their course grades by effectively completing scheduled assignments; no individual extra credit assignments are given. To satisfactorily pass this course, students must complete each of the graded items listed below. Failure to submit appropriate documents for scoring in each category may result in a failing grade. Final grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Final Grade Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments &amp; Discussions</td>
<td>230 points</td>
</tr>
<tr>
<td>Chapter Quizzes (16 each)</td>
<td>80 points</td>
</tr>
<tr>
<td>Final Research Project</td>
<td>150 points</td>
</tr>
<tr>
<td>Exams (2 each)</td>
<td>540 points</td>
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<tr>
<td></td>
<td>1,000 points</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>100.0%</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Scoring Equivalents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>When Grade is Scored Numerically</td>
<td>When Assignment is Scored by Letter</td>
</tr>
<tr>
<td>90.0 - 100 % = A</td>
<td>A = 95%</td>
</tr>
<tr>
<td>80.0 - 89.9% = B</td>
<td>B = 85%</td>
</tr>
<tr>
<td>70.0 - 79.9% = C</td>
<td>C = 75%</td>
</tr>
<tr>
<td>0 - 69.9% = F</td>
<td>D = 60%</td>
</tr>
<tr>
<td></td>
<td>F = 50%</td>
</tr>
</tbody>
</table>
ACADEMIC ETHICAL ISSUES AND REQUIREMENTS

Texas A&M University-Central Texas expects all students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, abuse of resource materials, including inappropriate access to instructor’s materials. The faculty member is responsible for initiating action for each case of academic dishonesty. More information can be found at http://www.tamuct.edu/departments/student-affairs/index.php.

LIBRARY SERVICES

Information literacy focuses on research skills which prepare individuals to live and work in an information-centered society. Librarians will work with students in the development of critical reasoning, ethical use of information, and the appropriate use of secondary research techniques. Help may include, yet is not limited to: exploration of information resources such as library collections and services, identification of subject databases and scholarly journals, and execution of effective search strategies. Library resources are outlined and accessed at http://tamuct.libguides.com/index.

DROP POLICY

If you discover that you need or want to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record’s office will give a deadline for which the form must be returned, completed, and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Student Self-service and confirm that you are no longer enrolled. If you are still enrolled, you should FOLLOW-UP with the records office immediately. You are expected to attend class until the procedure is complete to avoid penalty for excessive absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

NOTICE FOR STUDENTS WITH DISABILITIES

Texas A&M University – Central Texas complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. TAMUCT promotes the use of the Principles of Universal Design to ensure that course design and activities are accessible to the greatest extent possible. Students who require reasonable accommodations based on the impact of a disability should contact the university’s Disability Support and Access office at (254) 501-5831 in Student Affairs, located in Warrior Hall. The Disability Support coordinator is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, helping students request and use accommodations, and coordinating accommodations.

Disability Support Coordinator
TAMUCT Student Affairs, Warrior Hall, 212F
1001 Leadership Place - Killeen, TX 76549
Office: (254) 501-5831 - Fax: (254) 519-5797
Web: www.tamuct.edu/departments/disabilitysupport/index.php
TUTtoring and Additional Resources

**Tutoring Services:** Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing (APA). Tutors are available at the Tutoring Center in Founder's Hall, Room 204, and also in the Library in the North Building. Visit www.tamuct.edu/AcademicSupport and click "Tutoring Support" for tutor schedules and contact info. If you have questions, need to schedule a tutoring session, or if you're interested in becoming a tutor, contact Academic Support Programs in Warrior Hall 212C, at 254-501-5830, or by emailing cecilia.morales@tamuct.edu.

**Tutor.com:** Chat live with a tutor 24/7 for almost any subject on your computer. Tutor.com is an online tutoring platform that enables TAMU-CT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on www.tutor.com/tamuct.

**WARRIORLink:** This online job database connects employers with students with postings of internships, part-time, full-time jobs. All students will receive an email with their username and password the first week of school with access information. Warrior Link (http://www.tamuct.edu/careerservices) allows students up until a year after they graduate the opportunity to search for a job, post a resume and keep informed on any events that are taking place while they are out of the careers services area.

**The University Writing Center:** The Texas A&M University-Central Texas' University Writing Center at is a free workspace open to all TAMUCT students. The UWC is located in 416 Warrior Hall. The center is open 11am-6pm Monday-Thursday during the spring semester. Students may work independently in the UWC by checking out a laptop that runs Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Students may also arrange a one-on-one session with a trained and experienced writing tutor. Tutorials can be arranged by visiting the UWC. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. Sessions typically last between 20-30 minutes. While tutors will not write, edit, or grade papers, they will help students develop more effective invention and revision strategies.

**Technical Requirements and Blackboard Support**

For this course, you will need reliable and frequent access to a computer and to the Internet. You will also need a headset or speakers to be able to listen to audio files and some on-line resources. It may also be helpful to have a microphone available to conduct other activities in the course.

- **If you do not have frequent and reliable access to a computer with an Internet connection, please consider dropping this course or contact your professor to review your situation.**

- **Technology issues are not an excuse for missing a course requirement.**

- **Be sure to make sure that your computer is configured correctly** to support course requirements well in advance of deadlines.

**Browser:** It is highly recommended that you use Google Chorme as your default browser.
✓ **Check browser and computer compatibility** by following the “Browser Check” link on the TAMU-CT Blackboard logon page at [http://tamuct.blackboard.com](http://tamuct.blackboard.com). *(Be sure that www. is not included in the address.)*

✓ This is a CRITICAL step, as these settings are important for when you take an exam or submit an assignment.

✓ The Blackboard test application appears to be more reliable if you use Google Chrome instead of newer versions of Microsoft Explorer. You will likely find it beneficial to download Chrome prior to the scheduled date for the first quiz.

**Blackboard Logon:** Logon to [http://tamuct.blackboard.com](http://tamuct.blackboard.com) to access the course. *(Be sure that www. is not included in the address.)*

✓ **Username:** See details on the Blackboard log-on page.

✓ **Password:** See details on the Blackboard log-on page.

**Blackboard Student Orientation:** Your ability to function within the Blackboard learning management system will facilitate your success in this course, so you must learn basic functions very early in the semester. This orientation course will help you get there.

✓ Upon logging on to Blackboard Learn, you will see a link to Blackboard Student Orientation under My Courses tab. Click on that link and **study the materials in this orientation course**.

✓ The Blackboard Student Orientation and other related information are also available within the course at the BLACKBOARD INFORMATION tab on the course left-hand menu bar.

**Blackboard Technology Support:** The Blackboard learning management systems is supported by most common operating systems including: PC: Windows 7/8, Windows XP, Windows Vista, Windows 2000, Mac OS 10.6 “Snow Leopard®”, Mac OS 10.5 “Leopard®”, Mac OS 10.4 “Tiger®”

✓ For technological or computer issues, contact Blackboard support services before requesting assistance from the professor or TAMUCT administrative support personnel. Students should contact Blackboard support services 24/7 at:

✓ **Support Portal:** [http://www.tamuct.edu/bbsupport](http://www.tamuct.edu/bbsupport)

✓ **On-line Chat** (through the support portal at: [http://www.tamuct.edu/bbsupport](http://www.tamuct.edu/bbsupport))

✓ **Toll-free Phone:** (855) 661-7965

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**CHANGES TO THE SYLLABUS**

A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make certain changes to better facilitate the academic environment. In such an event, changes will be announced in class and students will receive written notice within one week of the change decision.

✓ Changes may be made within the last two weeks of the semester only in exceptional circumstances.

✓ **Conflicts between Blackboard and the syllabus will be resolved according to the syllabus requirements.**
<table>
<thead>
<tr>
<th>Weeks &amp; Dates</th>
<th>Text Readings</th>
<th>Chapter Quizzes</th>
<th>Other Assignments (Case, Web Searches &amp; Research)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January 19 - 24</td>
<td><strong>Human Resource Management in Organizations</strong>&lt;br&gt;Appendix A, pp. 597-603&lt;br&gt;Appendix B, pp. 605-608</td>
<td><strong>Chapter 1</strong>&lt;br&gt;Complete Blackboard Assessment QUIZ #1 (5 pts.)</td>
<td>• Submit your <strong>Student Profile and Course Agreement</strong> through Blackboard ASSIGNMENT (Due on January 24 - 5 pts.)&lt;br&gt;• Introduce yourself in the <strong>Blackboard DISCUSSION forum</strong> (Due on January 24 - 5 pts.)</td>
</tr>
<tr>
<td>2 January 25 - 31</td>
<td><strong>Strategic Human Resource Management</strong>&lt;br&gt;<strong>Analyse the case, “Analytics at Pricewaterhouse Coopers,” listed with its text page numbers under “Other Assignments” at right.</strong> Submit your responses to the questions through Blackboard ASSIGNMENTS. (10 pts.)</td>
<td><strong>Chapter 2</strong>&lt;br&gt;Complete Blackboard Assessment QUIZ #2 (5 pts.)</td>
<td>• <strong>Analytics Case, pp. 67-68. Submit your responses to the questions through Blackboard ASSIGNMENTS.</strong> (Due on January 31 - 10 pts.)&lt;br&gt;• <strong>U.S. Department of Labor Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum.</strong> (Due on January 31 - 10 pts.)&lt;br&gt;• <strong>TAMUCT Library search. Submit your search summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum.</strong> (Due on January 31 - 10 pts.)</td>
</tr>
<tr>
<td>3 February 1 - 7</td>
<td><strong>The Legal Environment: Equal Employment Opportunity</strong>&lt;br&gt;Appendix C, pp. 609-610&lt;br&gt;Appendix D, pp. 611-614&lt;br&gt;Appendix F, pp. 619-622&lt;br&gt;<strong>Analyse the case, listed with its text page numbers under “Other Assignments” at right.</strong></td>
<td><strong>Chapter 3</strong>&lt;br&gt;Complete Blackboard Assessment QUIZ #3 (5 pts.)</td>
<td>• <strong>Worker Exploitation, pp. 103-104. Submit your responses to the questions through Blackboard ASSIGNMENTS.</strong> (Due on February 7 - 10 pts.)&lt;br&gt;• <strong>EEOC Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum.</strong> (Due on February 7 - 10 pts.)&lt;br&gt;• <strong>Research Project Planning - Share your team and topic in the DISCUSSION forum.</strong> (Due on February 7 - 5 pts.)</td>
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<td>Weeks &amp; Dates</td>
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<td>Chapter Quizzes</td>
<td>Other Assignments (Case, Web Searches &amp; Research)</td>
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| **February 8 - 14** | **The Analysis and Design of Work**<br>Appendix G, pp. 623-624 | **Chapter 4** | O-net Web search. *Submit your Web Search Summary through Blackboard ASSIGNMENTS.* Share your thoughts through the DISCUSSION forum.<br>(Due on February 14 - 10 pts.)
| | **Human Resource Planning and Retention**<br>Analyze the case, listed with its text page number under “Other Assignments” at right. | **Chapter 5** | **• Reducing Turnover,** p. 176. *Submit your responses to the questions through Blackboard ASSIGNMENTS.*<br>(Due on February 14 - 10 pts.)
| | | | **• U.S. DOL Bureau of Labor Statistics Web search. *Submit your Web Search Summary through Blackboard ASSIGNMENTS.* Share your thoughts through the DISCUSSION forum.<br>(Due on February 14 - 10 pts.)
| **February 15 - 21** | **Recruiting Human Resources** | **Chapter 6** | **• Texas Workforce Commission Web search. *Submit your Web Search Summary through Blackboard ASSIGNMENTS.* Share your thoughts through the DISCUSSION forum.<br>(Due on February 21 - 10 pts.)
| | | | **• Research Project Planning - Submit in your project timeline and member responsibilities in Blackboard ASSIGNMENTS.**<br>(Due on February 21 - 10 pts.)
| **February 22 - 28** | **Selecting Human Resources**<br>Appendix E, pp. 615-617 | **Chapter 7** | **• Using Data in Hiring Decisions,** p. 252. *Submit your responses to the questions through Blackboard ASSIGNMENTS.* (10 pts.)<br>(Due on February 28 - 10 pts.)

**Happy Valentine’s Day!**
<table>
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<th>Weeks &amp; Dates</th>
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<th>Chapter Quizzes</th>
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<td><strong>7</strong></td>
<td><strong>Exam #1</strong></td>
<td><strong>Chapters 1-7</strong></td>
<td>• <strong>Exam #1</strong> -- Submit your responses to test questions through Blackboard Assessments - Click on the EXAMS tab. Opens on Friday, October 2 at 0001. Closes on Sunday, October 11 at midnight. (Due on March 6 - 270 pts.)</td>
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<td>February 29  - March 6</td>
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<td><strong>8</strong></td>
<td><strong>Training Human Resources</strong></td>
<td><strong>Chapter 8</strong></td>
<td>• Using Performance Support, pp. 288-289. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on March 13 - 10 pts.)</td>
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<td>March 7 – 13</td>
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<td><strong>Complete Blackboard Assessment QUIZ #8 (5 pts.)</strong></td>
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<td>Be safe throughout Spring Break next week!</td>
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<td><strong>9</strong></td>
<td><strong>Talent Management</strong></td>
<td><strong>Chapter 9</strong></td>
<td>• <strong>Walgreen Scores</strong>, pp. 326-327. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on March 27 - 10 pts.)</td>
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<td>March 21 - 27</td>
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<td><strong>Complete Blackboard Assessment QUIZ #9 (5 pts.)</strong></td>
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<td></td>
<td>Performance Development and Appraisal</td>
<td><strong>Chapter 10</strong></td>
<td>• <strong>Performance Management</strong>, pp. 361-362. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on March 27 - 10 pts.)</td>
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<td><strong>Complete Blackboard Assessment QUIZ #10 (5 pts.)</strong></td>
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<td><strong>10</strong></td>
<td><strong>Total Compensation</strong></td>
<td><strong>Chapter 11</strong></td>
<td>U.S. DOL Wage and Hour Division Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum. (Due on April 3 - 10 pts.)</td>
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<tr>
<td>March 28 - April 3</td>
<td></td>
<td><strong>Complete Blackboard Assessment QUIZ #11 (5 pts.)</strong></td>
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<td>11 April 4 - 10</td>
<td>Incentive Plans and Executive Compensation</td>
<td>Chapter 12 Complete Blackboard Assessment QUIZ #12 (5 pts.)</td>
<td>• Best Buy Pays, p. 437. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on April 10 - 10 pts.)</td>
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<tr>
<td>12 April 11 - 17</td>
<td>Employee Benefits</td>
<td>Chapter 13 Complete Blackboard Assessment QUIZ #13 (5 pts.)</td>
<td>• National Employee Benefit Survey Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum. (Due on April 17 - 10 pts.)</td>
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</table>
| 13 April 18 - 24 | Risk Management and Worker Protection | Chapter 14 Complete Blackboard Assessment QUIZ #14 (5 pts.) | • Wellness Programs, p. 517. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on April 24 - 10 pts.)
• Occupational Safety and Health Administration Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum. (Due on April 24 - 10 pts.) |
| 14 April 25 - May 1 | Employee Rights and Responsibilities | Chapter 15 Complete QUIZ #15 (5 pts.) | • Evaluate Before Terminate, pp. 554-555. Submit your responses to the questions through Blackboard ASSIGNMENTS. (Due on May 1 - 10 pts.)
• Final Research Project Due – Submit in class (Due on May 1 - 150 pts.) |
<p>| 15 May 2 - 8 | Union / Management Relations | Chapter 16 Complete QUIZ #16 (5 pts.) | • AFL-CIO Web search. Submit your Web Search Summary through Blackboard ASSIGNMENTS. Share your thoughts through the DISCUSSION forum. (Due on May 8 - 10 pts.) |</p>
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| **16**  
May 9 - 12 | **Final Exam** | **Chapters 8-16** | • **Exam #2** -- Submit your responses to test questions through Blackboard Assessments - Click on the EXAMS tab.  
*Opens at 0001 on Friday, April 29*  
*Closes at midnight on **Thursday**, May 12, 2016*  
*(Due on May 12 - 270 pts.)* |

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**INSTRUCTIONS FOR ASSIGNMENTS & DISCUSSION ACTIVITIES**

### Student Profile and Course Agreement [5 points]
1. Go to the course Blackboard ASSIGNMENTS tab and click on the Student Profile and Course Agreement link.
2. Print the Student Profile and Course Agreement form attached to the assignment.
3. Complete the items presented on the form.
4. Save your responses in a document (.doc, .docx or .pdf) and name it according to your syllabus requirements (e.g., CourseAgreement--YourLastName).
5. Click on the assignment title above.
6. Browse your computer to attach the file into your assignment submission.
7. Finally, be sure to click on the ASSIGNMENTS Submit tab to complete the process. [5 points]

### Introduction Activity [2 + 3 = 5 points]
1. Go to the course Blackboard DISCUSSIONS tab and click on the Introduction Activity link.
2. In the DISCUSSIONS text box, type information to introduce yourself to your classmates. Here are a few suggestions to include in your message: your background information, work and/or family status, and courses that you are taking this semester.
3. Insert a photo if you are comfortable with sharing one.
4. Click on the Submit tab to complete the process. [2 points]
5. Finally, provide feedback to a minimum of three students regarding their DISCUSSIONS posting. [3 points]
Library Resources Web Search [10 points]

(NOTE: To complete this assignment from an off-campus computer, a proxy server may be required. For assistance accessing the library’s database system go to the link that follows: http://www.ct.tamus.edu/departments/library/libraryusernames.php.)

1. Go to the TAMUCT library Web site (click assignment title, above, go to the University Study Tools tab on the left, or link from the university’s main page).
2. Review the information available within the site and then go to “Online Databases.”
3. Select “EBSCO Databases.”
4. Select databases that begin with the following key words: “Academic,” “Business,” and “Psychology.”
5. Enter keywords for a human resource management topic that interests you.
6. Delimit the search to available full-text, peer-reviewed journal articles that have been published within the last two years.
7. Prepare a search summary sheet that includes the following: cover page in APA format, page two with page header, title, total number of “hits” located in your search, five key points presented by the author(s), and a reference citation. (On the summary sheet, be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required. See the attached sample.)
8. Attach to your summary sheet, the EBSCO summary for the article that you chose to review. (When you search in EBSCO, a list of articles will appear by article title. When you click on the article title link, you will be sent to the EBSCO summary for the article. The summary is usually a one or two-page document that includes everything that you need to cite the source, as in your research requirement. Copy this document and paste it at the end of your Website search summary assignment. Please insert a page break before pasting the EBSCO summary into your assignment.)

9. Submit your printed summary sheet and EBSCO summary through ASSIGNMENTS during the assigned week. [10 points]

(See the Library Search Guide and Web Search Summary Sheet sample document in your Blackboard Learning Resources folder, located under “Course Content” in the light blue-gray navigation section on the left side of your screen.)

Chapter 2 Case [10 points]

1. Carefully read the chapter 2 case study, Analytics at Pricewaterhouse Coopers, on pages 67-68 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. Copy the content of your assignment document and paste it onto the text window in Blackboard ASSIGNMENTS.
5. Upload your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process.
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)
**US DOL Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the dol.gov Web site. (Click assignment title, above, or search for the U.S. Department of Labor.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. Post your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. Don't copy and paste your assignment, but rather, discuss the issue that most interests you. [3 point]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)

**Chapter 3 Case** [10 points]
1. Carefully read the chapter 3 case study on pages 103-104 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. Copy the content of your assignment document and paste it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. Upload your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**Research Team and Topic** [2 + 3 = 5 points]
1. Go into the course Blackboard DISCUSSIONS tab and click on the Research Team and Project Planning discussion.
2. In the DISCUSSION text box, enter the names of your team members and your research topic and state the rationale for choosing your research topic. [2 points]
3. Finally, provide feedback to a minimum of three other students regarding their research posting. [3 points]

**O-Net Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the onet.org Web site. (Click assignment title, above, or search for O*NET On-line.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. Post your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. Don't copy and paste your assignment, but rather, discuss the issue that most interests you. [3 point]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)
**Chapter 5 Case** [10 points]
1. Carefully read the chapter 5 case study, located on page 176 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the **Submit** tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. *(Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)*

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**US DOL, BLS Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the bls.gov Web site. (Click assignment title, above, or search for the U.S. Bureau of Labor Statistics.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. **Post** your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. **Don't copy and paste your assignment**, but rather, discuss the issue that most interests you. [3 point]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)

**TWC Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the twc.state.tx.us Web site. (Click assignment title, above, or search for the Texas Workforce Commission.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. **Post** your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. **Don't copy and paste your assignment**, but rather, discuss the issue that most interests you. [3 point]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)
**Research Project Plan [10 points]**
1. Go into the course Blackboard ASSIGNMENTS tab and click on the Research Project Planning assignment.
2. In the ASSIGNMENT Submission text box, enter the names of your team members and your research topic and then copy and paste your project timeline, including team member individual responsibilities into the same box. [5 points]
3. Click on the Browse My Computer tab and attach your timeline document (Word, .rtf, or .pdf document) file. [5 points]
4. Finally, be sure to click the Submit tab to send your assignment to Dr. Lyon for grading.

**Chapter 7 Case [10 points]**
1. Carefully read the chapter 7 case study, located on page 252 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. Copy the content of your assignment document and paste it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. Upload your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**Chapter 8 Case [10 points]**
1. Carefully read the chapter 8 case study, located on pages 288-289 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. Copy the content of your assignment document and paste it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. Upload your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)
**Chapter 9 Case** [10 points]
1. Carefully read the chapter 9 case study, located on pages 326-327 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**Chapter 10 Case** [10 points]
1. Carefully read the chapter 10 case study, located on pages 361-362 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**US DOL, WHD Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the whd.gov Web site. (Click assignment title, above, or search for the U.S. DOL Wage and Hour Division.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. **Post** your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. **Don’t copy and paste your assignment**, but rather, discuss the issue that most interests you. [3 points]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a *Web site Search Worksheet* is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)
**Chapter 12 Case** [10 points]
1. Carefully read the chapter 12 case study, located on page 437 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. *(Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)*

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

**EBS Web Search** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the bls.gov/ncs/ebs Web site. *(Click assignment title, above, or search the National Compensation Survey Employee Benefits Survey.)*
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. *(Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)*
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. **Post** your thoughts about the topic on the DISCUSSIONS forum and support your ideas with at least one reference from the TAMUCT on-line databases. Be sure to provide an appropriate in-text citation and state the reference in APA format at the bottom of your comments. Don't copy and paste your assignment, but rather, discuss the issue that most interests you. [3 point]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)

**Chapter 14 Case** [10 points]
1. Carefully read the chapter 14 case study, located on page 517 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the Submit tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. *(Submission dates may be extended in Blackboard, but complete this written assignment by the scheduled date to avoid falling behind.)*

(See assignment sample in Blackboard LEARNING RESOURCES folder.)
**OSHA Web Search Discussion** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the osha.gov Web site. (Click assignment title, above, or search the Occupational Safety and Health Administration.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. Post your thoughts about the topic on the DISCUSSIONS forum. [3 points]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)

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**Chapter 15 Case** [10 points]
1. Carefully read the chapter 15 case study, located on pages 554-555 in your text.
2. Prepare a document with your responses to the questions provided at the end of the case. Use a question/answer format as shown in the assignment sample under your course Blackboard LEARNING RESOURCES tab.
4. **Copy** the content of your assignment document and **paste** it onto the text window in Blackboard ASSIGNMENTS. [5 points]
5. **Upload** your saved document as an attached file within your Blackboard ASSIGNMENT and click on the **Submit** tab to complete the assignment process. [5 points]
6. Be sure to submit your work and post it in Blackboard ASSIGNMENTS before midnight on the schedule date. (Note: Submission dates may be extended in Blackboard to allow for late submissions, but complete this written assignment by the scheduled date to avoid falling behind and losing points because of late submission.)

(See assignment sample in Blackboard LEARNING RESOURCES folder.)

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**Final Research Project** [150 points]
1. Go into the course Blackboard ASSIGNMENTS tab and click on the Final Research Project assignment.
2. In the ASSIGNMENT Submission text box, enter the names of your team members and your research topic.
3. Click on the **Browse My Computer** tab and attach your final research project document (Word, .rtf, or .pdf document) file.
4. Finally, be sure to click the **Submit** tab to send your assignment to Dr. Lyon for grading. [150 points]

(See your course LEARNING RESOURCES for information that will assist you with both format and content required in your research project, and also, the scoring RUBRIC on p. 23 of your syllabus.)

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**AFL-CIO Web Search Discussion** [Assignment 5 + Discussion 5 = 10 points]
1. Go to the afl-cio.org Web site. (Click assignment title, above, or search for the AFL-CIO.)
2. Review the information available within the site and select a topic that interests you.
3. Prepare a Website search summary sheet. (Be sure to state your topic as the title and list at least five essential points on the topic. Further, remember that a reference citation is required.)
4. Submit your printed summary sheet in Blackboard ASSIGNMENTS during the assigned week. [5 points]
5. Post your thoughts about the topic on the DISCUSSIONS forum. [3 points]
6. Finally, provide feedback to a minimum of four students regarding their DISCUSSIONS posting. [2 points]

(To assist you in your review of the Web site, a Web site Search Worksheet is provided in your class Blackboard Learning Resources folder and is also attached to the assignment.)
HRM Research Project
Rubric / Rating Worksheet

Student/Team: ____________________________________ Course: ___________
Topic: ____________________________________ Term: ___________

Rating Scale:
A = Excellent (Well organized, thoroughly developed, clear.)
B = Good (Well organized, substantial content, few errors.)
C = Fair (Meets standards, but needs clarification.)
U = Unsatisfactory (Lacks attention to detail, depth, clarity.)

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<th>Excel</th>
<th>Good</th>
<th>Fair</th>
<th>Unsat</th>
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<tr>
<td>APA Format</td>
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<td>37</td>
<td>32</td>
<td>22</td>
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<tr>
<td>Annotated References</td>
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<td>37</td>
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<td>22</td>
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<tr>
<td>(quality; timeliness) [Min. requirements: 20 for C; 25 for B; 30 for A]</td>
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<tr>
<td>Intellectual Rigor</td>
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<td>50</td>
<td>43</td>
<td>30</td>
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<tr>
<td>(depth; logic; clarity; readability--grammar, word choice, transition, punctuation, spelling)</td>
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Final Research Project Grading: A = 150-135 B = 134-120 C = 119-105 F = 104-0

HRM 502 - Research Project -- Additional Guidance from Dr. Lyon

The research project for this class includes several sections outlined in your syllabus and in Blackboard, as well. Each individual student will submit their final team document through Blackboard ASSIGNMENTS.

- Your research project primary requirement is to provide a short research summary/essay, including references and an annotated bibliography. Remember that you do not have to write a formal research paper nor prepare a PowerPoint set or presentation for this class.
HRM 502 - Research Project -- Additional Guidance (continued)

- Your annotated bibliography will include several references on a HRM topic, well beyond those cited in your research summary/essay. Each will provide a reference citation, followed by a short paragraph that describes how the source content relates to your topic. (If a reference does not provide significant information related to your topic, do not include it in your references.)

- Use the sample documents provided under LEARNING RESOURCES to help you with format issues. Here are a few points to remember about the APA Publication Manual (6th ed.) format.

  > Always include a cover page. Include a page header (running head and page 1), the paper or assignment title, the student(s) names (to indicate individuals significantly contributing to the development of the work), course information and submission date.

  > Use the same font type and size throughout all elements, including the page header with page number. (Font type should be Times New Roman or Arial in 11 or 12 point size.)

  > The first page header includes “Running head:” before the title (in all caps). Be sure to mark the first page as different to delete “Running head” from the header after the cover page.

  > Do not use underlines anywhere. (Be sure to remove hyperlinks to delete both underline and blue font for all hyperlinked items.)

  > Provide author(s) last names with first and middle initials only; do not provide authors’ first names. Use “anonymous” only when it is given as the author. (If no author is given move the article title in place of the author’s name, followed by the date section and alphabetize by the first letter of the title. If cited in the research summary essay, cite by the first 2-3 words in the article title.)

  > If the reference is from a government agency or specific organization, use the name of the agency/organization as the author.

  > Alphabetize references by author’s last name, government agency/organization name, or by article title if no author is given. (Note: An automatic penalty of 15 points will be assessed if either the references page or the annotated bibliography are not listed in alphabetic order.)

  > In the date section, provide only year, month and date, if given. If no date is given, use n.d. for “no date.” Do not include multiple months (e.g., June/July) or seasons of the year.

  > Present the journal or professional magazine article title in normal type (not italicized) and in sentence font (first letter of the title and subtitle are capitalized, all others are small, except for acronyms and proper names). The same holds true for sections in books.

  > Present the journal, magazine, etc. title in italics and presented in title font (each word capitalized). Book titles and Web page titles are also italicized, but presented in sentence font, with only the first letter capitalized.

  > Be sure to indicate the database that carries the journal. If the “doi” code is provided instead of a database title, you should use it. (Remember that EBSCO is a multiple database search engine; it is not the actual database that carries the reference cited. Check page 2 of the EBSCO summary page for the specific database or doi information.)