



Texas A&M University-Central Texas

MGMT 3302-331, CRN 80286, PERSONNEL/HUMAN RESOURCE MANAGEMENT

Fall 2018 rev. 08.15.2018
Texas A&M University-Central Texas
October 22–December 14, 2018

INSTRUCTOR AND CONTACT INFORMATION

Instructor Contact Information

Course Instructor: Kimberly Hartman, MBA, SHRM-CP

Office location: Virtual

Email address: k.hartman@tamuct.edu

If you have any questions or concerns before class starts, please send an e-mail to k.hartman@tamuct.edu. When sending an e-mail, please identify MGMT 3302 in the subject line!

Office Hours

If you have any questions about this course or during the course, I am available via email seven days a week. Please contact me by e-mail to set up an appointment if you wish to meet on campus. Finally, you can send Canvas Inbox or e-mails anytime; I usually respond to questions quickly, but not longer than 24 hours.

Mode of Instruction and Course Access

This is a web-supported face-to-face course meeting in Founder's Hall Room 209, Tuesdays and Thursdays from 6:00pm to 8:45pm. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] as a course platform. You will use your Canvas username and password communicated to you separately to log in to this system. Additional information is located under Technology Requirements.

Student - Instructor Interaction

Canvas inbox is my preferred method of communication, and I typically respond within a few hours, but not more than 24 hours. If you need assistance outside the stated office hours, please send me a Canvas inbox request, and we will find a time that works around our schedules.

BBA HRM Students and TAMU-CT SHRM Chapter #5395

If you are a BBA HRM student, please make sure you have the BBA HRM Community listed in your Canvas courses. The BBA HRM Community includes an HR Career Map, which is to be used as a guide for your academic experiences and transition from higher education to a professional HR position.

All students interested in a career in HRM are welcome to join our Facebook Group. The Facebook group includes prospective HRM students, current A&M-CT students, alumni, and HR professionals from CTHRMA and WilcoHR. SHRM Chapter #5395 Texas A&M University-Central Texas.
<https://www.facebook.com/groups/731484783725618/>

We also have an HR student organization, which is only open to new members during the first six weeks of the fall and spring semester. For the fall 2018 semester, we will be meeting from 6:30 to 7:30 on the first Friday of every month, and we will be attending HR Southwest in October. You can join our HR student group through [SHRM](#). There is a \$40.00 fee paid to SHRM. You will receive the SHRM student member benefits with this membership. When joining through SHRM, be sure to identify Texas A&M University-Central Texas as your student chapter #5395.
<https://www.shrm.org/Communities/student-resources/Pages/bufferpage.aspx>

911 Cellular

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and Description

In this course, students will study fundamental functions of human resources management, the relationship between personnel management and organizations' emerging role of personnel administration in the development of strategic policy for organizations. Prerequisite(s): MGMT 3301 or permission of department chair.

Course Objectives

Upon successful completion of MGMT302 Personnel/Human Resource Management students will be able to:

1. ***Human Resource Management:*** Demonstrate an understanding of HRM's integrated role in an organization by identifying and explaining HR's three roles in an organization as well as identifying,

describing, and applying strategic HR concepts and business management concepts to designing and implementing effective and efficient human resource management programs that support the organization's mission, vision, values, and, strategic goals and objectives.

2. **Staffing and Labor Markets:** Identify and explain effective organizational staffing practices such as job analysis, job descriptions, job design and major motivation theories with particular emphasis on applying concepts to workforce planning, employer branding, recruiting, selection, and retention.
3. **Human Resource Development:** Identify and explain the ADDIE process, individual-centered and organization-centered approaches to talent management, performance management systems, and performance-focused organizational culture with particular emphasis on applying concepts to effective employee training, employee development, and performance management practices.
4. **Total Rewards:** Identify and describe the components of the total rewards approach to compensation management and explain the relationship between effective compensation and benefits practices with particular emphasis on applying concepts related to target labor demographics, compensation philosophy, benefits selection, employer branding, recruiting, and retention.
5. **Employee Relations:** Identify and describe the impact of risk management, employee protection, employee rights, and collective bargaining on the employment relationship.
6. **Legal Compliance:** Identify employment laws and their key components which impact the seven significant functions of human resource management including strategy and planning, equal employment opportunity, staffing, talent management, total rewards, risk management and worker protection, and employee and labor relations.
7. **Professionalism:** Understand, apply and demonstrate professionalism as described under professional etiquette.
8. **Information Literacy:** Identify and apply information literacy frameworks for assessment and use of information to support legally compliant and effective human resource practices.

Student Learning Outcomes

Module level student outcomes are located in the Canvas classroom at the beginning of each Module.

Required Textbook

Mathis, R. L., Jackson, J. H., Valentine, S., & Meglich, P. A. (2016). *Human resource management* (15th ed.). Stamford CT: Cengage Learning.

Human Resource Management, 15th Edition

Mathis, R., Jackson, J., Valentine, S., & Meglich, P. A.

Textbook ISBN-10: 1-305-50071-7

Textbook ISBN-13: 978-1-305-50071-6

E-text ISBN-13: 9781305500716 (180-day access)

The Cengage access code is ***NOT*** required for this course.

COURSE REQUIREMENTS

Course Requirements

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 within one week of the change decision in the Canvas classroom. Changes may be made within the last two weeks of the semester only in exceptional circumstances. Conflicts between Canvas and the syllabus will be resolved according to the syllabus. Following is a description of the major course assignments as well as other components that make up the total grade for this course.

Professional Etiquette

Students are expected to embody professionalism to include the following: **Demeanor** – polite and well-spoken, demonstrating tact, respect, compassion, appreciation, inclusive, mature - not rude, belligerent, arrogant, or aggressive; **Reliable** – follow through on tasks in a timely manner, communicate unanticipated events; **Competent** – commit to learning and applying content from the course, act in a responsible manner and practice sound judgement, seek assistance when appropriate; **Ethical** – honest and trustworthy; **Equality** – refrain from giving or seeking preferential treatment unless supported by the office of Student Success, adhere to published policies of the university, seek assistance or clarification when appropriate. A student's behavior that is unprofessional and or violates netiquette expectations will receive a Canvas Inbox message from me and a 10% deduction on the course requirement. A 25% deduction per occurrence will be assessed on the course requirement thereafter. Online netiquette and in-person professional conduct is related to course outcome 6 and is required at all times.

Understanding of Course Design

This course design is a traditional approach to learning content. This course design is intended to ensure students' understanding of foundational information related to the human resource management discipline. As a result, this course presents modularized content supported through videos and discussion; then, assessed through objective quizzes and exams as well as subjective short essays and papers.

Discussions: (5 discussions 33 points each, total 165 points)

Discussions are intended to create student-to-student interaction in the course as well as teach and reinforce module concepts as well as to help prepare you for the module level **exams 1-5**. You will be required to submit a two-paragraph written summary of your topic position and talking points at the beginning of the assigned class. You will find the discussion topics and assigned classes below in the course outline and calendar. Discussions are anticipated to take approximately 30-40 minutes during the assigned class period. This means you need to come prepared for the in-class discussions. You are expected to actively participate in these discussions. Passive participation (such as simply stating "I agree") is not sufficient. Discussions are interactive and time sensitive; therefore, alternative assignments for discussions will not be provided without written documentation of an unavoidable or unforeseeable event.

Please note: Professional etiquette is always required. I reserve the right to remove students from discussions whose conduct violates professional etiquette expectations or for such comments that lack kindness, respect, and inclusive language towards students or the instructor. A student whose

comments or behavior lacks professional etiquette and is subsequently removed from the discussion will receive a 0 for that discussion topic.

Individual Assignments: (3 assignments 50, 80, 120 points each, total 250 points)

Assignments in this course are qualitative assessments of module-level learning objectives, which are designed to help you practice applying course concepts to solve HR problems. A rubric entailing the grading criteria is located in the Canvas classroom under the assignment link.

Assignments 1 and 2 are essay assignments intended to develop your college-level writing and APA skills, which you will need in subsequent courses. These essays are text entries in the Canvas assignment link, not an MS word file upload. Assignment 3 is substantially more significant in the time required as well as content. You are intended to have developed and practiced college-level writing and APA citation style or have sought assistance to improve these skills in previous assignments. In this assignment, you will be creating the APA layout in a word document, and providing a well-written, well-developed paper.

You are required to use American Psychological Association (APA) formatting. VeriCite is enabled. Students whose assignment includes plagiarism will receive a 0 on the assignment and possible referral to Student Affairs. However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Please review my policy regarding Plagiarism under Instructor's Policies. If you are unfamiliar with APA, I encourage you to investigate the links provided in the Orientation module labeled About Assignments. I also suggest that you purchase your own copy of the Publication Manual of the American Psychological Association (APA, 6th ed.). TAMU-CT offers its students tutoring in writing and APA, both on-campus and online. For hours, or if you're interested in becoming a tutor, contact Academic Support Programs at 254-519-5496 or follow this link to TAMU-CT Student Tutoring and click on "Academic Support" for more information.

<http://www.tamuct.edu/departments/student-affairs/index.php>

Assignments may be turned in up to three days late with a 10% late penalty. Assignments are not accepted after three days late without written documentation of an unavoidable or unforeseeable event preventing you from completing and turning in the assignment during the week it was available for submission. For more information about my policy regarding late work, please review Late Assignments under the Instructor's Policies. Assignments represent the independent work of students; teamwork will not be permitted on assignment. Further, any assignment not made up as approved and arranged by the professor will receive a zero.

Assignment #1 – Recruiting (50 points)

Respond to the following essay: Identify the different types of employee turnover and explain why an HR department would want to measure the different types of turnover. Be sure to provide examples of how turnover impacts recruiting as well as distinctions between the operational role and strategic role of recruiting (textbook citation and reference required). This assignment supports assessment of *course outcomes 2 & 6*.

Essay Assignment Instructions: Provide a well thought out response of 300-400 words drawing on information from the required textbook. In your response, paraphrase only, no direct quotes; provide an organized, logical progression of thought; and use correct grammar, punctuation, sentence structure. This submission is a text entry (not a file upload) with VeriCite enabled for plagiarism detection. Provide a correct citation and reference for the required textbook.

Grading Criteria for Assignment #1

- Content: 50% (25 points) The response was complete. The response was appropriate and well-developed demonstrating understanding and comprehension. Student did an excellent job on the assignment essay.
- Writing Quality/ Organization: 30% (15 points) Student's response was presented in an organized logical progression of thought with a strong sense of direction. Student used correct grammar, punctuation, and sentence structure. The response was within the required length.
- Citations and Reference: 20% (10 points) The response provided a correctly formatted citation and references for the required textbook. APA is correct.

Assignment #2 - Training and Development (80 points)

Respond to the following essay: Describe each component of the ADDIE process model. Then, describe how an organization determines if its training expenditures are cost-effective and how this fits into the ADDIE process model. Be sure to indicate how training is related to both the operational role and strategic role of human resource management. This assignment supports assessment of *course outcomes 3 & 6*.

Essay Assignment Instructions: Provide a well thought out response of 400-500 words drawing on information from the required textbook and one additional internet source. In your response, paraphrase only, no direct quotes; provide an organized, logical progression of thought; and use correct grammar, punctuation, sentence structure. This submission is a text entry (not a file upload) with VeriCite enabled for plagiarism detection. Provide correct citations and references for sources used.

Grading Criteria for Assignment #2

- Content: 56% (45 points) The response was complete. The response was appropriate and well-developed demonstrating understanding and comprehension. Student did an excellent job on the assignment essay.
- Writing Quality/ Organization: 25% (20 points) Student's response was presented in an organized logical progression of thought with a strong sense of direction. Student used correct grammar, punctuation, and sentence structure. The response was within the required length.
- Citations and Reference: 19% (15 points) The response provided correctly formatted citations and references for the required textbook and internet source. APA is correct.

Assignment #3 - Total Rewards (120 points)

Respond to the following integrated essays:

Essay 1: Describe a total reward philosophy and explain why a total reward approach to benefit program and compensation design is strategically important to employers. This assignment supports assessment of *course outcomes 4 & 6*.

Essay 2: Explain how compensation philosophy and benefits selection impacts employer branding, recruiting, and retention.

Essay 3: Conduct internet research focusing on Total Rewards about either compensation philosophy, discretionary benefits, or HR metrics. Provide a reflection of how total rewards supports the strategic HR role within an organization as well as the organization's competitive advantage.

Assignment Instructions: Provide a well thought out response of 1000-1500 words drawing on information from the required textbook and two additional internet sources. In your response, paraphrase only, no direct quotes. Provide an organized, logical progression of thought, use correct grammar, punctuation, sentence structure. This assignment is a file upload submission in MS Word (not a text entry) with VeriCite enabled for plagiarism detection. Provide correct citations and references for all sources. Ensure sources selected help to demonstrate an understanding of the content learned in module 4.

Written Requirements: MS word document, APA layout, title page, body of the paper, one inch margins all around, double spaced all text - no extra double spaces, reference page, APA citations and references, APA formatting, separate headings for each major topic, text Times New Roman, black, 12 point font.

Grading Criteria for Assignment 3

- Essay 1: 16.5% (20 points) The response was complete. The response was appropriate and well-developed demonstrating understanding and comprehension. Student did an excellent job on the assignment essay.
- Essay 2: 21% (25 points) The response was complete. The response was appropriate and well-developed demonstrating understanding and comprehension. Student did an excellent job on the assignment essay.
- Essay 3: 25% (30 points) The response was complete. The response was appropriate and well-developed demonstrating understanding and comprehension. Student did an excellent job on the assignment research essay.
- Directions/APA Style: 21% (25 points) The response provided correctly formatted APA layout, citations, and references. Met minimum reference requirement. Almost perfect APA.
- Writing Quality and Organization: 16.5% (20 points) Student's response was presented in an organized, logical progression of thought with a strong sense of direction. The student used correct grammar, punctuation, and sentence structure. The response was within the required length.

Weekly Quizzes: (17 quizzes 5 points each, total 85 points)

Chapter review quizzes are provided to ensure students are reading and understanding concepts presented in the required textbook as well as to help prepare you for the module level *exams 1-5*. Quizzes reinforce key concepts from the required readings related to module level objectives. Quizzes will be completed and submitted to Canvas, then scored automatically through TAMU-CT's Web-supported Canvas application.

Quizzes are low stress based on their design allowing them to be retaken as many times as you like and keep the highest grade. However, choosing not to take the quizzes can have a negative impact on your grade over the duration of the course. Quizzes include ten questions each and anticipated to take approximately 10 minutes to complete. However, you may take up to 15 minutes to complete the quiz. Keep in mind that quizzes must be completed by the due date posted in the course schedule.

Opportunities to complete quizzes late will only be provided with written documentation of an unavoidable or unforeseeable event.

Exams: (5 exams 100 points each, total 500 points)

There will be five objective exams administered during the semester, which assess knowledge and understanding of module-level objectives. Exam 1 supports *course outcomes 1 & 6*, exam 2 supports *course outcomes 2 & 6*, exam 3 supports *course outcomes 3 & 6*, exam 4 supports *course outcomes 4 & 6*, exam 5 supports *course outcomes 5 & 6*. Similar to quizzes, exams will be completed and submitted by the due date posted in the course schedule.

Exams include 50 multiple choice and true/false questions, which assess content from the required textbook. Questions will be scored automatically through TAMU-CT's Web-supported Canvas application. Exams are anticipated to take approximately 55 minutes each, and they must be completed in one sitting by the due date posted in the course schedule.

Opportunities to complete exams late will only be provided with written documentation of an unavoidable or unforeseeable event. Exams represent the independent work of students; teamwork will not be permitted on exams. Further: any exam not made up as approved and arranged by the professor will receive a zero.

Instructor Policies:

Instructors policies including late assignments, plagiarism, and course flow can be found at the end of the syllabus under [Instructor Policies Related to Absence, Grading, etc.](#)

Course Grading Criteria

Graded requirements support course objectives and include a combination of discussions, assignments, quizzes, and exams.

Grade Composition

16.5% Discussions (5 - 33 points each) 165 points total
25% Assignments (50, 80, 120 points each) 250 points total
8.5% Chapter Review & APA Quizzes (17 - 5 points each) 85 points total
50% Exams (5 - 100 points each) 500 points total
100%= 1000 total points

Grades will be computed using the following point scale. A= 1000-900, B= 899-800, C= 799-700, D= 699-600, and F= 599 or less.

Posting of Grades

All student grades are anticipated to be posted in the Canvas Grade book within seven days of submission and/or close of discussions. However, most grades will be returned within 3-5 days. If I am unable to return grades within this timeline, I will post an announcement in the Canvas classroom with the anticipated posting date for grades. Students should monitor their grades through this tool and report any issues or concerns immediately.

Submitting Course Requirements

The following course requirements will be submitted through the Canvas platform: written assignments, quizzes, and exams. Additionally, you are required to bring a hard copy of written assignments to class on the due date. If you are unable to post to the Canvas classroom due to an unexpected difficulty, please send the course requirement to me via e-mail (please explain the difficulty in submitting the course requirement). Be sure to place MGTK 3302 in the subject line! Then, post or complete the course requirement in the Canvas classroom as soon as you can, so that you may receive feedback and a grade for the course requirement.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

Please keep I mind, you registered for a compressed eight-week course schedule. This means you will cover the same material, and you will complete the same assignments in half the time of a regular sixteen-week course schedule. Please ensure you dedicate the time required to be successful in this course. As your instructor, I am always here to assist. I reserve the right to make changes to the course schedule if the need arises. If changes are made, you will be notified in advance of the change through a posted announcement in the Canvas classroom. Required video time commitment is estimated as ~ minutes. Additional videos may be added throughout the course as commentary related to concepts in the required textbook and student questions. **Links to all course requirements are located in the Module for each week.**

Week 1: October 22, Tuesday – October 25, Thursday

Module 1 – Part 1

Review Syllabus

Participate in Student Introductions

Review Ch. 1 HRM in Organizations

Complete Chapter Review Quiz 1 (due Sunday 10/28, 5 points) SUPPORTS EXAM 1

Module 1 – Part 2

Review Ch. 2 HR Strategy and Planning

Watch Video & Complete APA Quiz (~16 minutes/ quiz due Sunday 10/28, 5 points) SUPPORTS ASSIGNMENT 1

Complete Chapter Review Quiz 2 (due Sunday 10/28, 5 points) SUPPORTS EXAM 1

Topics Covered

Expectations

HRM Functions

HRM Roles

Sources of Information

HRM Strategy

Environmental Analysis

HRM Metrics

Week 2: October 29, Tuesday – November 1, Thursday

Module 1 – Part 3

Review Ch. 3 Equal Employment Opportunity

Complete Chapter Review Quiz 3 (due Sunday 11/4, 5 points) SUPPORTS EXAM 1

Complete Exam #1 (Major Assessment Ch. 1-3) (due Sunday 11/4, 100 points) SUPPORTS COURSE

OUTCOMES 1 & 6

Module 2 – Part 1

Discussion #1- Building a Strategic Framework: Mission, Vision, Values, and Goals (due Thursday 11/1, 33 points)

Review Ch. 4 Workforce, Jobs, and Job Analysis

Complete Chapter Review Quiz 4 (due Sunday 11/4, 5 points) SUPPORTS EXAM 2

Topics Covered

Equal Employment Opportunity

Disparate Treatment

Disparate Impact

Job Analysis

Job Design

Job Descriptions

November 1st Deadline to Submit GRE/GMAT Scores to the Office of Graduate Studies

Week 3: November 5, Tuesday – November 8, Thursday

Module 2 – Part 2

Read Ch. 5 Individual/Organization Relations and Retention

Complete Chapter Review Quiz 5 (due Sunday 11/11, 5 points) SUPPORTS EXAM 2

Module 2 – Part 3

Discussion #2-Bad to the Bone: Difficult Bosses and How They Affect Retention (due Thursday 11/8, 33 points)

Read Ch. 6 Recruiting High Quality Talent

Complete Chapter Review Quiz 6 (due Sunday 11/11, 5 points) SUPPORTS EXAM 2

Complete Assignment #1 – Recruiting (due Thursday 11/8, 50 points) SUPPORTS COURSE OUTCOMES 2 & 6

Topics Covered

Employee Retention

Internal Recruiting

HR Metrics

Motivation Theory

Labor Markets

External Recruiting
HR Metrics cont.
Branding

November 9th Last day to drop a course with a "Q" or withdraw with a "W"

Week 4: November 12, Tuesday – November 15, Thursday

NO CLASS Thursday, November 15; Instructor attending SHRM Volunteer Leader Summit in Washington D.C

Module 2 – Part 4

Review Ch. 7 Selecting Human Resources

Complete Chapter Review Quiz #7 (due Sunday 11/18, 5 points) SUPPORTS EXAM 2

Complete Exam #2 (Major Assessment Ch. 4-7) (due Sunday 11/18, 100 points) SUPPORTS COURSE

OUTCOMES 2 & 6

Module 3 – Part 1

Read Ch. 8 Training Human Resources

Complete Chapter Review Quiz 8 (due Sunday 11/18, 5 points) SUPPORTS EXAM 3

Topics Covered

Employee Selection

Applicant Tracking

Interviewing

Reference and Background Checks

ADDIE

Types of Training

November 12th Veterans Day

Week 5: November 20, Tuesday – November 22, Thursday

Module 3 – Part 2

Discussion #3-Your Career Q & A: Moving Onward & Upward (due Tuesday 11/20, 33 points)

Review Ch. 9 Talent, Careers, and Development

Complete Chapter Review Quiz 9 (due Sunday 11/25, 5 points)

Complete Assignment #2 –Training and Development (due Sunday 11/25, 80 points) SUPPORTS COURSE

OUTCOMES 3 & 6

Module 3 – Part 3

Review Ch. 10 Performance Management and Appraisal

Complete Chapter Review Quiz 10 (due Sunday 11/25, 5 points) SUPPORTS EXAM 3

Complete Exam 3 (Major Assessment Ch. 8-10) (due Sunday 11/25, 100 points) SUPPORTS COURSE
OUTCOMES 3 & 6

Topics Covered

Individual-Centered Career Planning
Organization-Centered Talent Management
Human Resource Development
Performance Management
Performance Feedback
Identify and Measure Performance

November 22nd & 23rd Thanksgiving- No Class

Week 6: November 27, Tuesday – November 29, Thursday

Module 4 – Part 1

Read Ch. 11 Total Rewards and Compensation
Complete Chapter Review Quiz 11 (due Sunday 12/2, 5 points) SUPPORTS EXAM 4

Module 4 – Part 2

Discussion #4-Technology & Total Rewards (due Thursday 11/29, 33 points)
Read Ch. 12 Variable Pay and Executive Compensation
Complete Chapter Review Quiz 12 (due Sunday 12/2, 5 points) SUPPORTS EXAM 4
Complete Assignment #3 -Total Rewards (due Thursday 11/29, 120 points) SUPPORTS COURSE OUTCOMES 4
& 6

Topics Covered

Total Rewards
Compensation Philosophy
Variable Pay
Pay-for-Performance Programs
Incentive Programs

December 1st Student End of Course Survey Opens

Week 7: December 4, Tuesday – December 6, Thursday

Module 4 – Part 3

Review Ch. 13 Managing Employee Benefits
Complete Chapter Review Quiz 13 (due Sunday 12/9, 5 points) SUPPORTS EXAM 4

Complete Exam #4 (due Sunday Major Assessment Ch. 11-13) (due Sunday 12/9, 100 points) SUPPORTS

COURSE OUTCOMES 4 & 6

Module 5 – Part 1

Review Ch. 14 Risk Management and Worker Protection

Complete Chapter Review Quiz 14 (due Sunday 12/9, 5 points) SUPPORTS EXAM 5

Read Ch. 15 Employee Rights and Responsibilities

Complete Chapter Review Quiz 15 (due Sunday 12/9, 5 points) SUPPORTS EXAM 5

Topics Covered

Benefit Administration

Benefit Programs

OSHA

Risk Management

ADA

Workers Compensation

Employee Rights

Employee Discipline

Terminations

Week 8: December 11, Tuesday – December 13, Thursday

Module 5 – Part 2

Read Ch. 16 Union/Management Relations

Complete Chapter Review Quiz 16 (due Friday 12/14, 5 points) SUPPORTS EXAM 5

Module 5 – Part 3

Discussion #5-Class Summary (due Thursday 12/13, 33 points)

Class Wrap-Up

Complete Exam 5 (Major Assessment Ch. 14-16) (due Friday 12/14, 100 points) SUPPORTS COURSE

OUTCOMES 5 & 6

Topics Covered

Unions

December 14th Class ends

December 14th Commencement Ceremony Bell County Expo Center 7:00 p.m.

December 14th Last day to file for Degree Conferral

Important University Dates

August 27th Class Begins

August 27th -29th Add/Drop/Late Registration

September 3rd Labor Day

September 12th Last day to drop with no record

October 5th Deadline to submit graduation application for participation in the commencement ceremony

October 13th-18th Dr. Rebecca at HR Southwest Conference

November 1st Deadline to Submit GRE/GMAT Scores to the Office of Graduate Studies

November 9th Last day to drop a course with a “Q” or withdraw with a “W”

November 12th Veterans Day

November 22nd & 23rd Thanksgiving

December 1st Student End of Course Survey Opens

December 14th Class ends

December 14th Commencement Ceremony Bell County Expo Center 7:00 p.m.

December 15th – January 13th Winter Break Classes Start January 14th

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

For this course, you will need reliable and frequent access to a computer and the Internet. If you do not have frequent and reliable access to a computer with an Internet connection, please consider completing Web-supported activities in the A&M-CT computer lab (Founder’s Hall, 113) or contact [Mrs. Hartman](#) to discuss your situation.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
Password: Your MyCT password

Technology Support

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues related to course content and requirements, contact [Mrs. Hartman](#). Remember, technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly, address issues well in advance of deadlines, and have a backup plan.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid the penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or

parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

The University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University-Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online-only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

Library Services

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group workspaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

Instructor Policies Related to Absence, Grading, etc.

Late Assignments

All assignments are due on the date designated on the syllabus course schedule unless otherwise posted in the classroom announcements. In some cases, an alternate due date can be arranged before the due date, except Exam 5. A ten percent penalty will be assessed for late assignments. Assignments that are late will not be accepted more than three days late without written documentation of an emergency or unavoidable unplanned event preventing you from completing and turning in the course requirement during the week it was available for submission.

All late assignments should be uploaded to the Canvas classroom. Students with written documentation supporting an emergency or unplanned event may contact me for an alternate assignment of equal value and work related to each missed assignment. It is your responsibility to contact me and request the alternate assignment at the time you return to the classroom.

Plagiarism

Students whose assignment contains plagiarized information, i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, will receive a 0 for the assignment and possibly a referral to Student Affairs. However, I reserve the right to reduce the penalty if I believe plagiarism was unintentional or very minor in impact. Students whose assignment contains inadequate effort will receive a substantial deduction in points, i.e., a citation that does not include the author and date in the citation or a reference missing the majority of the required information.

Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s).
Reproduction of course material is prohibited without consent by the author and/or course instructor.
Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic
Honesty. All alleged violations will be reported to the Office of Student Conduct.

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Have a wonderful winter break!