



Texas A&M University-Central Texas

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## *MGMT 3302-130, CRN 80789, PERSONNEL/HUMAN RESOURCE MANAGEMENT*

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Fall 2018 rev. 08.17.2018  
Texas A&M University-Central Texas  
August 27–December 14, 2018

### INSTRUCTOR AND CONTACT INFORMATION

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#### Instructor Contact Information

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**Course Instructor: Amanda Eads, Adjunct Faculty**

**Phone: (254) 519-5437 – Calls will be forwarded to me if necessary**

**Email address: [aeads@tamuct.edu](mailto:aeads@tamuct.edu) (use this email if 'Canvas Inbox' is down)**

If you have any questions or concerns before class starts, please send an e-mail to [aeads@tamuct.edu](mailto:aeads@tamuct.edu). When sending an e-mail, please identify MGMT 3302 in the subject line! After class starts, *Canvas inbox* is my preferred method of communication.

#### *Office Hours*

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I have virtual hours all day! See student-instructor interaction located below.

#### *Mode of Instruction and Course Access*

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This is a 100% online asynchronous course and 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 support.

#### *Student – Instructor Interaction*

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I check Canvas Inbox and my TAMU email several times a day. Unless I tell you otherwise - during the week, expect a response from me within 12-24 hours and within 24-48 hours on the weekend. I am happy to set up a web conference or set up a face to face meeting with you schedules permitting.

### *BBA HRM Students and TAMU-CT SHRM Chapter #5395*

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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*

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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

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### Course Overview and Description

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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

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Upon successful completion of MGTK302 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

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

### Required Textbook

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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

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### Course Requirements

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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*

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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*

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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 30 points each, total 150 points)*

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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***. Discussions are anticipated to take approximately 60-90 minutes. The approximate length of initial response should be 1 to 2 paragraphs long (about 100-200 words) for discussions. Follow-up responses can be a more conversational tone; however, they should also add to the conversation beyond a simple post summing to "I agree." A rubric with the grading criteria is located in the Additional Resources module in the online classroom. Discussions require two initial posts (1 per topic) and four follow-up posts for a total of 6 posts.

Discussion instructions are located in the discussion link posted in the module content folders of the week they open. Discussion instructions can also be found on the left main menu under Discussions. Discussions are interactive and time sensitive; therefore, contributions to discussions will not be accepted late without written documentation of an unavoidable or unforeseeable event.

See rubric for grading details.

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

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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 per day. 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.

See Rubrics for grading details.

#### *Assignment #1 – Recruiting (50 points)*

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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.

### *Assignment #2 – Training and Development (80 points)*

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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.

### *Assignment #3 – Total Rewards (120 points)*

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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.

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

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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.

### Bonus Opportunities: (2 opportunities 5 points each, total 10 points)

#### *Bonus Mid-Course Checkpoint worth 5 points*

This discussion gives you an opportunity to earn points for assessing your progress in the course. This checkpoint also provides you an opportunity to share potential issues that may arise during the course with your instructor.

#### *Bonus Class Wrap-Up worth 5 points*

This bonus gives you an opportunity to earn points for indicating you took the end of course survey. The course survey is sent to students via their Canvas Inbox. This checkpoint also provides you an anonymous opportunity to share, with your instructor and other interested parties, what you liked about the instructor and the course as well as issues that arose during the course.

### 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*

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- 15% Discussions (5 - 30 points each) 150 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
- 1.5% Introduction, Syllabus Review & Course Profile (5 points each) 15 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*

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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*

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Please submit all course requirements (discussions, assignments, quizzes, and exams) through the Canvas classroom. 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

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### *Complete Course Outline*

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“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.**

Dates	Chapter & Topic	Assignment
<b>Week 1</b> <b>Aug/Sept</b> <b>27 – 2</b>	<b>Ch. 1</b> <b>HRM in Organizations</b>	<ul style="list-style-type: none"> <li>✓ Complete &amp; Submit <b>Student Profile and Course Agreement</b> via Canvas Assignment Link <b>due Sept 2</b></li> <li>✓ Student Introductions via Discussion Forum <b>due Sept 2</b></li> <li>✓ Read Ch. 1; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 1:</b> Available Aug 27; <b>due Sept 9</b></li> <li>✓ <b>Syllabus Quiz</b> due <b>Sept 2</b></li> </ul>
<b>Week 2</b> <b>Sept</b> <b>3 – 9</b>	<b>Ch. 2</b> <b>HR Strategy and Planning</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 2; Study Required and Supplemental Materials</li> <li>✓ Begin DF1</li> <li>✓ <b>Quiz 2:</b> Available Aug 27; <b>due Sept 9</b></li> <li>✓ <b>APA Quiz:</b> Available Aug 27; <b>due Sept 9</b></li> <li>✓ Begin DF1</li> </ul>
<b>Week 3</b> <b>Sept</b> <b>10 – 16</b>	<b>Ch. 3</b> <b>Equal Employment Opportunity</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 3; Study Required and Supplemental Materials</li> <li>✓ <b>DF1:</b> HRM Strategy &amp; EEO <b>Original Posts due Sept 13;</b> <b>4 Replies due Sept 16</b></li> <li>✓ <b>Quiz 3:</b> Available Aug 27; <b>due Sept 16</b></li> <li>✓ <b>Exam 1:</b> Unit 1 (Ch. 1-3). Available Sept 12; <b>due Sept 16</b></li> </ul>
<b>Week 4</b> <b>Sept</b> <b>17 – 23</b>	<b>Ch. 4</b> <b>Workforce, Jobs, and Job Analysis</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 4; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 4:</b> Available Sept 17; <b>due Sept 23</b></li> <li>✓ Begin DF2</li> </ul>
<b>Week 5</b> <b>Sept</b> <b>24 – 30</b>	<b>Ch. 5</b> <b>Individual / Organization Relations and Retention</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 5; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 5:</b> Available Sept 17; <b>due Sept 30</b></li> <li>✓ <b>DF2:</b> Job Description &amp; Retention <b>Original Posts due Sept 27</b> <b>4 Replies due Sept 30</b></li> </ul>
<b>Week 6</b> <b>Oct</b> <b>1 – 7</b>	<b>Ch. 6</b> <b>Recruiting High Quality Talent</b>	<ul style="list-style-type: none"> <li>✓ Read Ch. 6; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 6:</b> Available Sept 17; <b>due Oct 7</b></li> <li>✓ <b>A1:</b> Recruiting <b>due Oct 5</b></li> </ul>

<p><b>Week 7</b></p> <p><b>Oct 8 – 14</b></p>	<p><b>Ch. 7</b> <b>Selecting Human Resources</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 7; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 7:</b> Available Sept 17; <b>due Oct 14</b></li> <li>✓ <b>Exam 2:</b> Unit 2 (Ch. 4-7). Available Oct 10; <b>due Oct 14</b></li> </ul>
<p><b>Week 8</b></p> <p><b>Oct 15 – 21</b></p>	<p><b>Ch. 8</b> <b>Training Human Resources</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 8; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 8:</b> Available Oct 15; <b>due Oct 21</b></li> </ul>
<p><b>Week 9</b></p> <p><b>Oct 22 – 28</b></p>	<p><b>Ch. 9</b> <b>Talent, Careers, and Development</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 9; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 9:</b> Available Oct 15; <b>due Oct 28</b></li> <li>✓ <b>A2:</b> Training and Development <b>due Oct 26</b></li> <li>✓ Begin DF3</li> </ul>
<p><b>Week 10</b></p> <p><b>Oct/Nov 29 – 4</b></p>	<p><b>Ch. 10</b> <b>Performance Management and Appraisal</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 10; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 10:</b> Available Oct 15; <b>due Nov 4</b></li> <li>✓ <b>DF3:</b> Talent Mgmt &amp; Performance Mgmt <b>Original Posts due Nov 1</b> <b>4 Replies due Nov 4</b></li> <li>✓ <b>Exam 3:</b> Unit 3 (Ch. 8-10). Available Oct 31; <b>due Nov 4</b></li> </ul>
<p><b>Week 11</b></p> <p><b>Nov 5 – 11</b></p>	<p><b>Ch. 11</b> <b>Total Rewards and Compensation</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 11; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 11:</b> Available Nov 5; <b>due Nov 11</b></li> </ul>
<p><b>Week 12</b></p> <p><b>Nov 12 – 18</b></p>	<p><b>Ch. 12</b> <b>Variable Pay and Executive Compensation</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 12; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 12:</b> Available Nov 5; <b>due Nov 18</b></li> <li>✓ <b>A3:</b> Total Rewards Design <b>due Nov 16</b></li> <li>✓ Begin DF4</li> </ul>
<p><b>Week 13</b></p> <p><b>Nov 19 – 25</b></p>	<p><b>Ch. 13</b> <b>Managing Employee Benefits</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 13; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 13:</b> Available Nov 5; <b>due Nov 25</b></li> <li>✓ <b>DF4:</b> Compensation Philosophy &amp; Benefits <b>Original Posts due Nov 22 (do it early!)</b> <b>4 Replies due Nov 25</b></li> <li>✓ <b>Exam 4:</b> Unit 4 (Ch. 11-13). Available Nov 19; <b>due Nov 25 (extra time due to holiday)</b></li> </ul>

<p><b>Week 14</b></p> <p><b>Nov/Dec 26 – 2</b></p>	<p><b>Ch. 14</b> <b>Risk Management and Worker Protection</b></p> <p><b>Ch. 15</b> <b>Employees Rights and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 14 &amp; 15; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 14 &amp; 15:</b> Available Nov 26; <b>due Dec 2</b></li> </ul>
<p><b>Week 15</b></p> <p><b>Dec 3 – 9</b></p>	<p><b>Ch. 16</b> <b>Union / Management Relations</b></p>	<ul style="list-style-type: none"> <li>✓ Read Ch. 16; Study Required and Supplemental Materials</li> <li>✓ <b>Quiz 16:</b> Available Nov 26; <b>due Dec 9</b></li> <li>✓ Begin DF5</li> </ul>
<p><b>Week 16</b></p> <p><b>Dec 10 – 14</b></p>	<p><b>Wrap Up Week</b></p>	<ul style="list-style-type: none"> <li>✓ <b>DF5:</b> Risk Mgmt &amp; Unions and Employee Rights <b>Original Posts due Dec 10 (*Notice date)</b> <b>4 Replies due Dec 14 (*Notice date)</b></li> <li>✓ <b>Exam 5:</b> Unit 5 (Ch. 14-16). Available Dec 10; <b>due Dec 14</b></li> <li>✓ <b>Bonus:</b> Course Wrap-Up <b>due Dec 12</b></li> <li>✓ <b>IDEA Course Eval</b></li> </ul>

**Important University Dates:**

August 27<sup>th</sup> Class Begins

August 27<sup>th</sup> -29<sup>th</sup> Add/Drop/Late Registration

September 3<sup>rd</sup> Labor Day

September 12<sup>th</sup> Last day to drop with no record

October 5<sup>th</sup> Deadline to submit graduation application for participation in the commencement ceremony

October 14<sup>th</sup>-18<sup>th</sup> Ms. Eads at HR Southwest Conference

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

November 9<sup>th</sup> Last day to drop a course with a "Q" or withdraw with a "W"

November 12<sup>th</sup> Veterans Day

November 22<sup>nd</sup> & 23<sup>rd</sup> Thanksgiving

December 1<sup>st</sup> Student End of Course Survey Opens

December 14<sup>th</sup> Class ends

December 14<sup>th</sup> Commencement Ceremony Bell County Expo Center 7:00 p.m.

December 15<sup>th</sup> – January 13<sup>th</sup> Winter Break Classes Start January 14<sup>th</sup>

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## TECHNOLOGY REQUIREMENTS AND SUPPORT

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### Technology Requirements

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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 Ms. Eads 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

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#### 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](mailto: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 [Ms. Eads](#). 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.

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## COURSE AND UNIVERSITY PROCEDURES AND POLICIES

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### Drop Policy

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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

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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

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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].

*\*\*\*Please advise Ms. Eads within the first week of class of any accommodations needed.*

### Important information for Pregnant and/or Parenting Students.

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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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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

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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](mailto: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

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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/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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](mailto:bruce.bowles@tamuct.edu).

## Library Services

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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.

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#### *Due Dates and Late Submissions*

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The assignment instructions and deadlines are clearly laid out in the syllabus. If you encounter an issue, please let me know as soon as possible. It is much easier to discuss issues before due dates rather than after. Late penalties are severe and as follows:

1. *Discussions* – Discussions are interactive and time sensitive; therefore, contributions to discussions will **NOT** be accepted late without written documentation of an unavoidable or unforeseeable event.

2. *Assignments* - These will remain open for 3 additional days and you will receive a 10% penalty per day.

3. *Quizzes* – You have 48 hours after a quiz is due to fill out a form located on the quiz page in Canvas. I may allow you to take the quiz with a 10% penalty and will only allow 24 hours from time of approval for you to take the quiz.

4. *Exams* – If you miss an exam without notifying me in advance, I may allow you an opportunity to take it (not guaranteed) if you contact me within 48 hours of the due date. If I allow you to take it, you will generally score no higher than a 70 regardless of how high your score is.

#### *Plagiarism*

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**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. All students suspect of academic dishonesty will be reported.

#### *Being an Online Student*

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Students' learning experiences will be largely impacted by interaction with the instructor and other students as part of a learning community. Therefore, by registering for a Web-based course, you have

committed to participate in your course discussions as well as other online activities. Plan to participate regularly. Keep in mind that this course is a full sixteen-week course:

- The Canvas class begins on Monday and concludes on Sunday. Each module includes practices quizzes, discussions covering two topics, and one module comprehensive exam.
- I suggest briefly reviewing the discussion and assignment descriptions due in the current module when they are made available before you complete required reading assignments and view multimedia.
- Read assigned readings and provide your initial response to the first topic as soon as the discussion is open. Then, as you read the next chapter, respond to the second topic. Finally, go back and follow-up with other student postings. Remember this is a discussion. So, plan time to read other students' posts.
- Begin developing ideas for your assignment when you read the related chapter. Some students will complete the assignments quickly, and others will take much longer. Please plan accordingly to ensure you do not encounter technical difficulties trying to submit the assignment to Canvas at the last minute.
- Complete the quiz and retake them as many times as you like to get 100% of these easy points.
- Each exam is due on Sunday at the conclusion of each module. Each exam covers only one module.

### Copyright Notice

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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!*