



Texas A&M University - Central Texas

HRM 5334-110

PROFESSIONAL ISSUES IN HUMAN RESOURCE

Spring 2018, revised date: 1.10.2018
Texas A&M University - Central Texas

1. INSTRUCTOR AND CONTACT INFORMATION

1-1. Instructor Contact Information

Course Instructor: YeongJoon (YJ) Yoon Ph.D.

Office location: Founders Hall, #318B

Phone: 254-519-5711

Email address: yoon@tamuct.edu

If you have any questions or concerns, please send an e-mail to yoon@tamuct.edu. E-mail is my preferred method of communication, but I will regularly check the Canvas Learn (Canvas) classroom for Canvas Inbox. When sending an e-mail please identify MGMT 4303-Offline in the subject line!

1-2. Instructor's TAMUCT Office Hours and Student – Instructor Interaction

If you have any questions about this course, I am available in my TAMUCT office Monday from 12:30 p.m. to 2:30 p.m. and from 4:00 p.m. to 6:00 p.m. and Wednesday from 12:30 p.m. to 2:30 p.m. We can also set up an appointment and meet through Skype and phone. Finally, you can send Canvas Inbox or e-mails anytime; I usually respond to questions quickly, but not longer than 48 hours. If you need assistance outside the stated office hours, please send me an email request and we will find a time that works around our schedules.

1-3. Syllabus Accessibility

This document is screen reader accessible. The following hyperlinks will direct you to the major sections of this syllabus: [course information](#), [course requirements](#), [technology requirements and support](#), [course schedule](#), and [course and university procedures and policies](#).

1-4. 911 Cellular

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

911 Cellular 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 911 Cellular through their myCT email account.

Connect at [911 Cellular](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 911 Cellular, university officials can quickly pass on safety-related information, regardless of your location.

2. COURSE INFORMATION

2-1. Class Meeting Information

- Course Duration: 15 weeks (January 16th – May 11th, 2018)
- Meeting Time: 6:00PM – 8:45PM (Monday)
- Classroom: Founder’s Hall 309

2-2. Course Overview and Description

The main purpose of this course is to examine contemporary issues in human resource management. Students will do this through analyzing and discussing various human resource management cases and examples. The course will take a seminar format and a large portion of class meeting time will be devoted to discussion. The course is intended to be the final summary course for the MS in Human Resource Management degree. The basic knowledge of principle areas within the human resource management (e.g. staffing, training, and compensation) is required to take this course. The course will also help students to prepare for the comprehensive exam required for MS in Human Resource Management degree.

Prerequisite: A minimum of 15 credit hours in human resource management or equivalent knowledge/experience.

2-3. Course Objectives

Upon successful completion of *HRM 4303 Professional Issues in Human Resource*, students will be able to:

1. Demonstrate an understanding of the principle areas within the human resource management (e.g. staffing, training, and compensation).
2. Analyze real-world human resource management cases and provide suggestions for more beneficial results.
3. Prepare for the comprehensive exam required for MS in Human Resource Management degree.

2-4. Instructional Materials

Required Exercise Book [ISBN: 978-0-538-46807-7]

Nkomo, S. M., Fottler, M. D., & McAfee, R. B. (2011). *Applications in human resource management: Cases, exercises, incidents, and skill builders (7th ed.)*. Mason, OH: South-Western / Cengage Learning.

Recommended Text [ISBN: 978-0-538-45315-8]

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

3. 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 in the virtual classroom and emailed to students within one week of the change decision. Following is a description of the major course assignments as well as other components that make up the total grade for this course.

3-1. Requirement 1: Attendance (total 100 points)

Considering that the course is discussion-focused, your attendance is critical. The attendance score will be calculated as follows:

- Attended all class meetings: 100 points
- Did not attend one class meeting: 100 points
- Did not attend two class meetings: 50 points
- Did not attend three or more class meetings: 0 points

A missed class meeting due to an unavoidable or unforeseeable event will not be counted as an absent meeting. In this case, however, you'll have to provide a written documentation.

3-2. Requirement 2: Participation (total 100 points)

Your participation is also critical in this course. The participation score will be evaluated based on the following criteria:

- Actively participated in most discussions and added meaningful value: 100 points
- Actively participated in most discussions but did not add meaningful value: 50 points
- Did not actively participated in most discussions: 0 points

3-3. Requirement 3: Discussion Leading (total 100 points)

From Week 3 to Week 13, students will take turns and lead the discussion session within each class meeting. The instructor and other students will grade how well you have led the discussion based on the following four criteria: preparedness, practicality of the questions discussed, overall flow of the discussion, and time management. A detailed evaluation form will be given out in Week 2.

3-4. Requirement 4: Individual Assignments (24 assignments, 25 points per assignment, total 600 points)

Each class discussion will be based on the assignments that you have done in the previous week. Therefore, a completion of assignments is must needed in each week to participate in class discussion in the following week. In-class discussion will be meaningless without the completion of the assignments in the previous week. There will be two assignments every week except for Weeks 13 to 15. **Assignments for each week will be posted on 5:00 p.m. Tuesday in our Canvas website. You'll need to submit assignments by 5:00 p.m. Sunday.** Grading rubrics will also be posted with assignments.

Assignments should be saved as .doc with your last name first. If citations and references are needed, you are required to use **American Psychological Association (APA)** formatting. **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*.

Assignments are not accepted 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. 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.

3-5. Requirement 5: Final (Comprehensive) Exam (100 points)

There will be a final exam at the end of semester. The exam includes 40 multiple choice questions and 5 essay questions, which **assess content discussed throughout the course.**

This exam will also serve as the comprehensive exam for students in MS in Human Resource Management degree. Students will take the exam on the last week of the semester (Week 15 in the [course schedule](#)). The questions will be sent through email to students in the morning (around 9:00 a.m.) of the exam date. Students will have to turn in their answers though email by 9:00 p.m. on the same date. The exam date is to be notified.

Students who are also taking this exam as the comprehensive exam for MS in Human Resource Management degree will have to score 70 points or more to pass. ***Important notice: Passing the comprehensive exam for MS in Human Resource Management degree and grades for this course are two separate things.** For example, there can be a case where a student receives A in this course but fails the comprehensive exam. There can also be a case where a student receives F in this course but passes the comprehensive exam.

3-6. Grading Criteria

Graded requirements support course objectives and include a combination of in-class attendance, participation, discussion leading, assignments, and final exam.

Grade Composition:

- **Requirement 1: 10% Attendance 100 points total**
- **Requirement 2: 10% Participation 100 points total**
- **Requirement 3: 10% Discussion leading 100 points total**
- **Requirement 4: 60% Assignments (24 assignments - 25 points each) 600 points total**
- **Requirement 5: 10% Final Exam 100 points total**

100%= 1000 total points

Grades will be computed using the following point scale. A= 900 or more, 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 7 days of submission deadline and/or close of discussions. 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.

3-7. Instructor Policies

Late works: All works are due on the date designated on the [course schedule](#), unless otherwise posted in the classroom announcements. **No late works will be accepted without written documentation of an unavoidable or unforeseeable event.**

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, or works that do not represent the independent work of students* 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.*

4. TECHNOLOGY REQUIREMENTS AND SUPPORT

4-1. Technology Requirements

For this course, you will need reliable and frequent access to a computer and to 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 TAMUCT computer lab (Founder's Hall, 113) or contact the [instructor](#) to discuss your situation.

This course will use the TAMUCT Canvas Learn learning management system.

- Logon to <https://tamuct.instructure.com> to access the course.
- Username: Your MyCT username
- Initial password: Your MyCT password

Technology issues are not an excuse for missing a course requirement. Make sure your computer is configured correctly and address issues well in advance of deadlines. Be sure to identify a backup plan in the event of technology issues, such as using the TAMUCT computer lab, a local library computer where available, a backup laptop of your own, or access to a friend, neighbor, or family member's computer. If you do encounter technical difficulties, please send me an email.

4-2. Students New to Canvas

If you need a refresher on any Canvas tools, the Help link on the left menu (global Navigation) in the Canvas classroom provides you with a link to the Canvas Guides. You can get to the Canvas Student Video Guides by following the link to the Canvas Guides. Once you get to the Canvas Guides home page, please select Video Guide and then select Students in the table of contents to get to the Student Video Guides.

4-3. Technology Support

For technology issues, students should contact Help Desk Central. They are open 24 hours a day, 7 days a week:

- Email: helpdesk@tamu.edu
- Phone: (254) 519-5466
- Web Chat: <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student. For issues related to course content and requirements, contact the [instructor](#). 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.

5. COURSE SCHEDULE

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. Below is the list of things **that needs to be completed within a given week**.

Week 1: January 22nd, Monday – January 28th, Sunday

In class (January 22nd)

Assignments (due by 5:00 p.m. Sunday, Jan 28th)

Course introduction

Assignments #1 (Case 1) and #2 (Case 2)

Other important dates

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Week 2: January 29th, Monday – February 4th, Sunday

In class (January 29th)

Assignments (due by 5:00 p.m. Sunday, Feb 4th)

*HRM in organizations
Discussion: Cases 1 and 2*

Assignments #3 (Case 26) and #4 (Exercise 6)

Other important dates

January 31st: **Last day to drop 16 week classes with no record**

February 2nd: **Priority Deadline to Submit Graduation Application**

Week 3: February 5th, Monday – February 11th, Sunday

In class (February 5th)

Assignments (due by 5:00 p.m. Sunday, Feb 11th)

*Strategic HRM
Discussion: Case 26 and Exercise 6
(Discussion lead by:)*

Assignments #5 (Exercise 30) and #6 (Skill Builder 32)

Other important dates

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Week 4: February 12th, Monday – February 18th, Sunday

In class (February 12th)

Assignments (due by 5:00 p.m. Sunday, Feb 18th)

Workforce planning and job analysis
Discussion: Exercise 30 and Skill Builder 32
(Discussion lead by:)

**Assignments #7 (Skill Builder 49)
and #8 (Skill Builder 50)**

Other important dates

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Week 5: February 19th, Monday – February 25th, Sunday

In class (February 19th)

Assignments (due by 5:00 p.m. Sunday, Feb 25th)

Recruitment and Selection
Discussion: Skill Builders 49 and 50
(Discussion lead by:)

**Assignments #9 (Exercise 55)
and #10 (Skill Builder 58)**

Other important dates

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Week 6: February 26th, Monday – March 4th, Sunday

In class (February 26th)

Assignments (due by 5:00 p.m. Sunday, Mar 4th)

Training
Discussion: Exercise 55 and Skill Builder 58
(Discussion lead by:)

**Assignments #11 (Case 51)
and #12 (Case 54)**

Other important dates

March 2nd: **Deadline to Submit Graduation Application for Ceremony Participation**

Week 7: March 5th, Monday – March 11th, Sunday

In class (March 5th)

Assignments (due by 5:00 p.m. Sunday, Mar 11th)

Development
Discussion: Cases 51 and 54
(Discussion lead by:)

**Assignments #13 (Case 59)
and #14 (Case 60)**

Other important dates

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Week 8: March 19th, Monday – March 25th, Sunday

In class (March 19th)

Assignments (due by 5:00 p.m. Sunday, Mar 25th)

Performance appraisal
Discussion: Cases 59 and 60
(Discussion lead by:)

**Assignments #15 (Case 65)
and #16 (Skill Builder 75)**

Other important dates

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Week 9: March 26th, Monday – April 1st, Sunday

In class (March 26th)

Assignments (due by 5:00 p.m. Sunday, Apr 1st)

Pay level
Discussion: Case 65 and Skill Builder 75
(Discussion lead by:)

**Assignments #17 (Case 67)
and #18 (Exercise 69)**

Other important dates

March 30th: Last day to drop a 16-week course with a Q or withdraw with a W

Week 10: April 2nd, Monday – April 8th, Sunday

In class (April 2nd)

Assignments (due by 5:00 p.m. Sunday, Apr 8th)

Pay-for-performance

Discussion: Case 67 and Exercise 69

(Discussion lead by:)

**Assignments #19 (Exercise 79)
and #20 (Incident 82)**

Other important dates

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Week 11: April 9th, Monday – April 15th, Sunday

In class (April 9th)

Assignments (due by 5:00 p.m. Sunday, Apr 15th)

Benefits

Discussion: Exercise 79 and Incident 82

(Discussion lead by:)

**Assignments #21 (Case 12)
and #22 (Exercise 88)**

Other important dates

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Week 12: April 16th, Monday – April 22nd, Sunday

In class (April 16th)

Assignments (due by 5:00 p.m. Sunday, Apr 22nd)

Some legal issues

Discussion: Case 12 and Exercise 88

(Discussion lead by:)

**Assignments #23 (Case 8)
and #24 (Exercise 31)**

Other important dates

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Week 13: April 23rd, Monday – April 29th, Sunday

<u>In class (April 23rd)</u>	<u>Assignments</u>
<i>Diversity / Work-family issue</i> <i>Discussion: Case 8 and Exercise 31</i> (Discussion lead by:)	<i>No assignment</i>

Other important dates

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Week 14: April 30th, Monday – May 6th, Sunday

<u>In class (April 30th)</u>	<u>Assignments</u>
<i>Comprehensive (Final) exam overview</i>	<i>No assignment</i>

Other important dates

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Week 15: May 7th, Monday – May 11th, Friday

Final (Comprehensive) exam week: Exam date to be notified

Other important dates

May 11th: Last day to withdraw from the university (16 week and 2nd 8 week classes)

6. COURSE AND UNIVERSITY PROCEDURES AND POLICIES

6-1. Drop Policy

If you need to drop this class, you must complete a Drop Request Form, 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 University 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 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.

6-2. 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.

6-3. Academic Accommodations

At Texas A&M-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 Department 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 Department 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 webpage](http://www.tamuct.edu/departments/access-inclusion):
http://www.tamuct.edu/departments/access-inclusion.

TAMUCT supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and 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. For more information, please visit <https://www.tamuct.edu/departments/student-affairs/index.php>. Students may also contact the

institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#), please visit: <http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

6-4. Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored 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 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 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 forty subject areas. Access Tutor.com through Canvas.

6-5. The University Writing Center

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library on Mondays from 6:00-9:00pm. 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/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. 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 University Writing Center is here to help!

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

6-6. University Library

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 72,000 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 twenty-four 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 work spaces, 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](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].